

# Inclusive Events Checklist

**Date of Event:**

**Time of Event:**

**Name of Event:**

## Planning & Preparation

**Accessibility Considerations:** Ensure the venue is wheelchair accessible, with ramps, elevators and accessible restrooms.

**Date and Time:** Avoid scheduling events on major religious or cultural holidays to the best of our ability.

**Inclusive Language:** Use inclusive language in all communications and promotional materials.

## Registration & Attendee Support

**Accommodation Requests:** Include a section on the registration page for attendees to request accommodations.

**Diverse Dietary Options:** Offer a variety of dietary options, including vegan, vegetarian, gluten-free, and halal/kosher. Be sure to always label food. For labels, see operations.

## Event Setup

**Seating Arrangements:** Provide flexible seating options to accommodate different needs.

**Signage:** Use clear and visible signage with large fonts and high-contrast colors.

## During the Event

**Accessible Presentations:** Ensure all presentations are accessible, with large fonts and high-contrast colors. Test in advance. Ensure presenter can be heard and seen by all (incorporate microphone and/or screens when in doubt).

**Live Captioning:** Provide real-time captioning for all spoken content.

## Other Recommended Best Practices

**Policy Review:** Regularly review and update these event policies to reflect best practices in inclusion and accessibility.

**Diverse Planning Committee:** Include people from various backgrounds in planning to ensure diverse perspectives.

**Reach Diverse Audiences:** Use various platforms and networks to reach different communities. ([Student Organizations](#), [VOX Daily](#), [OPAL](#), [Academic Departments](#))

**Clear Information:** Clearly communicate the event's accessibility features and accommodations.

**Multilingual Materials:** Be able to provide promotional materials in multiple languages, if requested.

**Sign Language Interpreters:** Arrange for [sign language interpreters](#), if needed.

**Personal Assistants:** Allow personal assistants to attend at no extra charge.

**Inclusive Introductions:** Encourage speakers and facilitators to introduce themselves with their pronouns.

**Quiet Spaces:** Designate quiet areas for attendees who may need a break from sensory overload.

**Inclusive Environment:** Foster an environment where all attendees feel welcome, respected, and valued

**Additional notes:**

**For questions, comments, or additions, please contact a member on the DEI committee.**