Inclusive Event Planning Checklist

Considerations to ensure events and activities have inclusivity embedded throughout the planning process	
REPRESENTATION	
Is the **planning committee diverse**, with representation from a range of protected characteristics and underrepresented groups, including gender balanced?	
Does the planning committee **include stakeholders** from the communities the event is targeted at / is relevant for?	
Is the **programme** of contributors (speakers/ facilitators / presenters) representative of a diverse range of protected characteristics and underrepresented groups, including gender balanced?	
TIMING OF THE EVENT	
Is the **timing appropriate** for those with caring responsibilities? if not, ensure the event is advertised with enough notice to allow those wanting to attend to arrange cover for caring commitments.	
Does the date/timing conflict with religious/cultural celebrations, festivals or rituals? Check out our [Cultural Calendar](#) if you're not sure?	
Have you considered making the event **available online** either during or after the event, for those unable to attend?	
If the event will run longer an hour, has time been allowed for **scheduled breaks**?	
CHOOSING A VENUE	
Is there is **adequate lighting**?	
Is it **wheelchair accessible**?	
Is the space large enough to accommodate **Covid considerations**?	
Is there **accessible parking** available?	
Are the **lifts and accessible toilets** situated close to the event?	
Can **catering services** accommodate for dietary allergies, intolerances and cultural/religious requirements?	

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PROMOTION/MARKETING	
Are promotional materials provided in a **diversity of formats** to ensure accessibility to community members with disabilities?	
Is the event being promoted far enough in advance to allow for those with caring responsibilities to make necessary arrangements?	
Has a **named contact** (phone and email) been given for those with accessibility requirements / concerns relating to the event, including dietary requirements?	
Do the written promotional materials **use high contrast colour** (e.g. dark text on a light background) and easy-to-read fonts, such as Arial size 14pt or larger?	
THE MAIN EVENT	
Are materials being **provided in advance** (hard copy and / or electronic) for those that need them?	
Are tables, displays, information and refreshments arranged in an accessible way, easily reached by everyone (including those in wheelchairs)?	
Is **seating provided close to the speakers** for those with hearing and visual impairment?	
Are **microphones** / sound systems in place for speakers?	
Are hand-held / roaming microphones available for Q&A sessions? Is there a **designated person** responsible for this?	
Are **hearing loops** provided for those with hearing impairment?	
Is the **food clearly and correctly labelled** to identify allergies, intolerances and cultural/religious requirements?	
If serving alcohol, is there a variety of **non-alcoholic drinks available** as well?	
For online events, is **captioning** provided?	
Is there **clear signage** for lifts and accessible toilet locations?	

PRESENTATIONS

Have you given your speakers / facilitators / presenters the following inclusivity guidelines?

Speaking

Use **inclusive language**, avoiding stereotypes, jargon, and acronyms where possible.

Use **descriptive language**.

Speak **slowly and clearly** and use a microphone.

Check that attendees **can hear you** at the back of the room and adjust the microphone as necessary.

Slides

Text on slides should be **at least 18pt**

Ensure there is a **strong colour contrast** between the background and text. Keep in mind some attendees may be red/green colour blind.

Allow enough time for everyone to read the slides. Keep in mind that some attendees may have hidden disabilities or be neurodiverse and need more time.

Text should not overlay an image. If necessary, ensure the colour contrast between the text and image is strong.

Describe images used on slides and / or **include a caption** that describes the image (at least 18pt).

Videos

All videos should use **captioning** (at least 18pt).

Video content should be **described**.