

Inclusive & Diverse Event Checklist

Are you planning an event and need some advice on how to make it more inclusive for diverse groups of people? This checklist can serve as a guide when planning your event to ensure you provide an inclusive event for your attendees. It is important to plan events on campus that have a sense of openness and acceptance of others and their identities. To assist with creating an inclusive environment, make it a goal to check off each item!

Be aware of the significance of language and be inclusive (i.e. "you guys" vs "you all;" saying "lame" when there may be folks with mobility impairments).

Make sure your event does not coincide with a specific religious observance that may exclude some members of the community.

The event does not reflect the stereotypes or assumptions about gender, ethnicity, sexual orientation, political affiliation, or religion.

The publicity does not use or depict persons by stereotypes, nor is it exclusive to one.

Cultural traditions for the event have been well researched and accurately reflect highlighted cultures (i.e. doing a Henna program just because it's fun and not explaining the cultural significance).

The agenda of activity does not convey the message that particular groups are included because they have to be (i.e. calling a "Christmas Party" a "Holiday Party," while still keeping mostly Christmas traditions).

The event is not confined to traditional gender roles and heterosexual activities (i.e. semi-formals, dating games). These can still happen, but be sure to be inclusive in your promotion of the event.

The event and publicity invite all members of the community to attend, not just those who are members of the topic presented (i.e. women's issues, Black History Month events).

The event does not evoke images of human atrocities of the past (i.e. staff auctions, group "round-ups"). These events can impact attendees in ways that may not have been intended.

Resources have been sought from the various organizations and offices on campus.

This event is accessible to community members who may have different ability needs.

The event planners are prepared to confront insensitive comments or gestures from participants.