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.

Adapted from the University of California, Riverside by Yurguen Gonzalez