**Event Checklist**

* Is your event fully accessible?
* Does the venue serve both alcoholic and non-alcoholic drinks? Do you hold some events in venues that are not spaces that serve alcohol?
* Have you promoted your event on social media
* Have promoted your event as widely as possible? E.g. in non-political/non-Lib Dem spaces? (community centres, religious buildings, charities, community newspapers)
* Have you reached out to key community leaders and influencers within the area?
* If you have a speaking panel is it diverse?
* Is your event affordable?

**How included are these people in your local party’s activities, comms or campaigns?**

* Older / younger people
* BAME groups
* Women
* People with experience of mental ill health
* People with a disability
* People from the LGBT+ community
* English not first language
* Refugees / asylum seekers
* People with caring responsibilities
* Non-graduates
* People with religious beliefs and none
* Born out of the UK
* Homeless
* People who work full/part time
* Out of work
* Low income

**N.B these lists are not exhaustive!**