

Running an inclusive event checklist



Event Checklist - these are some quick tips, not a comprehensive list!

- Is your venue fully accessible? This means easy to access for people in wheelchairs, comfortable seating for people with disabilities and access to disabled bathrooms. Ask attendees when they RSVP if they have any additional accessibility needs.
- Are you planning to serve alcohol? Make sure you provide non-alcoholic alternatives. Also, if you are planning an event in a pub or bar, bear in mind that this could exclude some attendees.
- Are you planning to serve food? Ask attendees when they RSVP if they have any dietary requirements e.g. halal, kosher, any allergies.
- Have you promoted your event on social media? Check to see if there are particular hashtags associated with the event that you can use, e.g. #BlackHistoryMonth.
- Have you promoted your event as widely as possible, e.g. in non-political places such as community centres, religious buildings, local charities and community newspapers?
- Have you reached out to key community leaders and influencers within the area to invite them to the event?
- If you have a speaking panel, is it diverse?
- Is your event affordable? Would you benefit from offering a concessionary rate? Also make sure that your event is accessible by public transport.

Consider whether there might be any barriers to attending to anyone from these groups:

- Older/younger people
- People from a BAME background
- People of each or no gender
- People with experience of mental ill health
- People with mental and physical disability
- Refugees and asylum seekers
- People who are LGBT+
- People with English as a second language

- People with caring responsibilities
- People with or without religious beliefs
- People who are homeless
- People who work full/part time
- People who are out of work or on a low income

