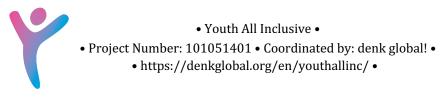_____

Checklist for Inclusive Event Planning

Pre-Event Planning

1. **Participant Survey:**

   ☐ Collect information on participants' accessibility needs (e.g., wheelchair access, sign language interpreters).

   ☐ Ask about sensory sensitivities (e.g., preferences regarding lighting, noise levels).

   ☐ Inquire about dietary restrictions and preferences.

2. **Communication Preferences**:

   ☐ Determine preferred methods of communication (e.g., email, text, voice).

   ☐ Decide on necessary communication tools (e.g., live captioning, assistive listening devices).

   ☐ Plan for multilingual support if required.

3. **Venue Accessibility**:

   ☐ Confirm that the venue is wheelchair accessible (including entrances, stages, restrooms).

   ☐ Check for the presence of quiet rooms or areas for sensory breaks.

   ☐ Ensure that all signage is clear, readable, and includes braille or tactile markers if necessary.

During the Event

4. **Environment Setup**:

   ☐ Arrange seating to accommodate wheelchairs and provide various types of seating options.

   ☐ Set up rooms with adjustable lighting and minimize potentially overwhelming visual stimuli.

   ☐ Confirm that all audio-visual content is accompanied by subtitles and/or sign language interpretation.

5. **Activity Adaptations**:

   ☐ Provide materials in multiple formats (e.g., print, digital, large print, braille).

   ☐ Ensure that all presentations and activities are structured to include participants with various learning styles and abilities.

   ☐ Implement flexible scheduling to allow for breaks and varied engagement levels.

6. **Emergency Preparedness**:

   ☐ Train all staff on emergency procedures, including how to assist people with disabilities.

   ☐ Ensure that all emergency information is communicated in formats accessible to all

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attendees.

☐ Review and prepare for any specific medical needs or accommodations that attendees may require.

Post-Event Feedback and Improvement

7. **Gather Feedback**:

☐ Distribute a post-event survey that asks about the inclusivity of the event.

☐ Include specific questions on how well accessibility needs were met and request suggestions for improvements.

☐ Hold a debrief session with event staff to discuss what worked and what could be improved.

8. **Report and Plan for Next Steps**:

☐ Compile feedback and create a report on the event's inclusivity.

☐ Use the insights gained to plan better and more inclusive future events.