# Event Inclusivity Checklist

## Things to Consider

This toolkit provides you with things to consider when planning an event or activity. It aims to make sure that these spaces are inclusive and welcoming to everyone.

You may not need to consider everything in this checklist for your event, but whilst planning your event, please take the time to read through these ideas and consider how this may support your activity/event.

## Event Information

|  |  |
| --- | --- |
| **Event Name** |  |
| **Location / Venue** |  |
| **Assessment Date** |  |
| **Assessors Name & Job Title** |  |

## Event Planning and Registration

|  |  |
| --- | --- |
| **Are you sharing the event description? If so, does the event description include the agenda with timings so people know what to expect and can plan attendance? Is the language simple, clear and unambiguous?** |  |
| **Is the event structured to help attendees engage comfortably? If needed, are breaks scheduled?** |  |
| **For some people in person events with networking and/or group work can be daunting. Is there a warm up activity/ Icebreaker or preprepared questions to help people engage?** |  |
| **Have you planned regular intervals for attendees to take breaks if needed?** |  |
| **If you wish people to learn from your event or leave with a key message, have you used visual aids such as pictures, icons, diagrams and/or interactive activities to engage people with different learning styles?** |  |
| **Have you made event materials available in multiple formats to accommodate diverse needs? Consider font sizes and different colour paper/fonts,** |  |
| **Are contact details included on the booking form/page in case people have any questions to ask?** |  |
| **Have you included logistical information such as transport links e.g., nearest car park and bus/train stop within the event description or invitation?** |  |
| **Is it easy to register or sign up to the event? Have you considered including advice or guidance to help make sign up easier? E.g., if there are multiple tickets etc.** |  |
| **Does the event explore topics/ issues which some people may find distressing? If so, communicate this clearly to potential attendees.** |  |
| **As part of the registration process, have you asked about any additional requirements or support that people may require to fully participate?** |  |
| **If offering catering, have you asked for any dietary requirements or allergies which need to be considered?** |  |
| **In advance of the event, have you considered resharing the details and any updates regarding access arrangements are e.g., quiet spaces/times etc.** |  |
| **Are surveys or other feedback mechanisms in place to collect feedback from attendees to improve the event including inclusivity?** |  |

## Venue

|  |  |
| --- | --- |
| **Is the space easy to access? E.g., is the entrance accessible for wheelchair users or pushchairs, do they have lift/ramps, is it well-lit etc.** |  |
| **If needed, have you provided clear signage to guide attendees throughout the venue?** |  |
| **Where are the nearest toilets? Are these accessible for everyone?** |  |
| **Is the venue easy to park at or reach via public transport? Consider where the nearest parking and public transport links are.** |  |
| **Can reasonable adjustments be made if needed? E.g., flexibility to rearrange seating, extend the width of walkways for wheelchair access, create a quite space or time during the event, adjust lighting or sound to accommodate different sensory needs, request interpreters etc.** |  |
| **If needed, are audio-visual options available and can it be seen and heard in all angles (within reason) of the space? E.g., a microphone for speakers, hearing loop, presentation equipment (screens etc) etc.** |  |
| **Does the venue have a good internet connection to allow for participants to access online versions of the material, remote captioning devices etc.** |  |
| **If needed, can distractions be reduced? E.g., reduce background noise from catering set up or people walking past etc to help those hard of hearing etc.** |  |

## What is the answer is no?

If the answer is no to any of these questions, please consider making changes to ensure that the activity/event is more accessible and inclusive.

Additionally, it is also important to consider the event/activity, audience and settings. For example, agendas with timings may not be established until nearer the event or you may have a speaker which you are unable to publicise therefore can’t include a formal agenda. Where additional information is yet to be confirmed, communicate this clearly with your audience.

Another example could be that the meeting may be with known participants and therefore access such as steps may not be an issue. However, in this case, it should be highlighted that there are steps to access the venue in case this poses a challenge in the future.

If you would like to discuss or have any questions, please get in touch with Laura Hill, Partnership and Inclusion Manager, [laura.hill@torbay.gov.uk](mailto:laura.hill@torbay.gov.uk).

## References & Additional Resources

* [National-Inclusion-Week-2024-Inclusion-and-diversity-champion-self-assessment.pdf](file:///C:\Users\TDPP085\Torbay%20Council\TC_Regeneration_Policy%20-%20Documents\Inclusivity\Inclusive%20Networking\National-Inclusion-Week-2024-Inclusion-and-diversity-champion-self-assessment.pdf)
* [How to Plan Inclusive Corporate Events | Event flare](https://eventflare.io/journal/diversity-and-inclusion-in-corporate-events-how-to-plan-an-inclusive-event)
* [The Essential Guide to Inclusivity at Your Events | Eventbrite](https://www.eventbrite.com/l/event-inclusivity-guide/?msockid=16f7f0b4407b600f3974e497419b61a9)
* [Detailed Event Accessibility Checklist for Event Organizers](https://www.eventbrite.com/blog/event-accessibility-checklist/?msockid=16f7f0b4407b600f3974e497419b61a9#event-accessibility-checklist)
* [Equality Impact Assessments](https://insight/information/equalities/equality-impact-assessments/)
* [Reasonable adjustments](https://insight/information/equalities/reasonable-adjustments/)
* [Inclusive Research Practice Guides and Checklists for Autism Research](https://www.autismcrc.com.au/sites/default/files/inline-files/Inclusive%20research%20practice%20guides%20and%20checklists%20-%20FInal%20report.pdf)
* [Making Events Accessible - Checklist for meetings, conferences, training, and presentations that are remote/virtual, in-person, or hybrid | Web Accessibility Initiative (WAI) | W3C](https://www.w3.org/WAI/teach-advocate/accessible-presentations/)