

Checklist for Event Planning



Promotions

- Are you using gender neutral language in all promotions?
- Do promotions provide contact information if participants have any additional requirements or questions?
- Have you included any content or trigger warnings necessary for your event?
- Have you made your promotional materials clear and easy to read?
- Do your promotional materials include any acronyms or language that may need extra explanations?
- Do your photos or videos have alt text options available?
- Do your promotional materials include information about the accessibility of the space where the event is taking place?

Space

- Are you in a space that is wheelchair accessible?
- Is there accessible seating (and seating in general) in the space?
- Are there gender neutral washrooms in close proximity to your event?
- Is the space well lit / is the lighting adjustable?
- Is the path to the space well-lit and away from isolated areas?
- Have accessibility needs of attendees been addressed?
- Are any cables or wires away from aisles/traffic areas?
- Is there an elevator near the space you are using?
- Is there clear signage or directions given to participants in order to access the space easily?
- Does your space use automatic doors?
- Is there a microphone available for any presenters?
- Is there a relief area available or easy outside access for service animals?

Providing Food

- Are participants given an opportunity to indicate dietary needs ahead of time?
- Will participants have the option to bring their own food if needed?
- Have you filled out the food waiver from Sodexo?