



Designing Inclusive Events Checklist

Your practical resource for events that welcome everyone.

Use this checklist to plan events that foster **diversity, equity, inclusion, accessibility, and belonging** for all employees. Check each item as you plan.

1. Timing

- ☐ Avoid major cultural and religious holidays
 - ☐ Avoid exam periods or peak caregiving times
 - ☐ Consider day of the week and time of day to accommodate varied schedules
 - ☐ Consider time zones for hybrid or virtual participation
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2. Location

- ☐ Venue is physically accessible (ramps, elevators, wide doors, accessible pathways)
 - ☐ Accessible via public transit or offers safe, convenient parking
 - ☐ Gender-neutral and accessible washrooms available
 - ☐ Venue is neutral, welcoming, and free of exclusionary associations
 - ☐ Clear signage and guidance for navigating the space
 - ☐ Emergency exits and safety procedures clearly communicated
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3. Food and Drink

- ☐ Offer dietary options (halal, vegetarian, vegan, gluten-free, etc.)
 - ☐ Ask about allergies or sensitivities in advance
 - ☐ Provide non-alcoholic beverages as the default
 - ☐ Ensure culturally appropriate food options are included where relevant
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4. Cost and Accessibility

- ☐ No out-of-pocket costs for staff (cover tickets, transportation, childcare if relevant)
- ☐ Provide financial assistance if participation costs are unavoidable



5. Format and Activities

- ☐ Offer alternatives to alcohol-centred or late-night activities
 - ☐ Provide family-friendly or multi-generational options when relevant
 - ☐ Allow multiple ways to participate (in-person, hybrid, virtual)
 - ☐ Avoid mandatory participation in activities that may cause discomfort
 - ☐ Provide quiet or low-sensory spaces for neurodiverse participants
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6. Communication

- ☐ Share event details well in advance
 - ☐ Clearly outline all accessibility measures (ramps, captions, interpreters, quiet spaces)
 - ☐ Use inclusive, plain, and culturally sensitive language
 - ☐ Provide multiple registration methods (online form, assisted registration, phone)
 - ☐ Include a confidential section for accommodation requests
 - ☐ Clearly identify who to contact for accessibility or wellness needs
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7. Representation and Planning

- ☐ Include diverse planners, facilitators, and speakers
 - ☐ Rotate planning responsibilities to ensure varied perspectives
 - ☐ Avoid tokenism by ensuring meaningful involvement
 - ☐ Ensure all voices are heard during planning discussions
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8. Feedback and Continuous Improvement

- ☐ Collect feedback after events from attendees
 - ☐ Use feedback to improve inclusivity for future events
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9. Additional Considerations (Optional)

- ☐ Avoid activities that may pressure attendees into sharing personal information
- ☐ ASL/LSQ interpretation available or provided upon request