

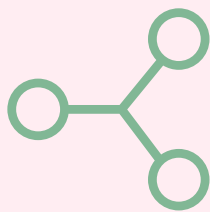
INCLUSIVE EVENT

PLANNING 101

For Project Leaders



Ask yourself what diversity means in your community and what ethnicities, disabilities, ages, languages, family structures, and sexual and gender identities make up your community.



Build relationships through informal meetings, such as going for coffee, with existing organizations (eg. multi-faith groups and LGBTQ groups) that support diversity in your community for their partnership and involvement.

Offer payment or other gestures of appreciation for the time and effort of marginalized peoples.



Be sincere in your efforts to seek out ways to reach members of your community that might otherwise feel left out. (I.e. translating your promotional material).

Know that it is okay to make mistakes when you are learning. Accept your mistakes and allow yourself to grow from them.

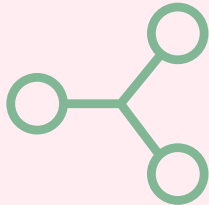


INCLUSIVE EVENT PLANNING 101

For Program Coordinators



Seek demographic data to understand what diversity means in your community and what ethnicities, disabilities, ages, languages, family structures, and sexual and gender identities make up your community.



Seek buy-in from existing organizations that support diversity in your community for their partnership and involvement.

Offer honorariums or other gestures of appreciation for the time and effort of marginalized peoples.



While avoiding tokenization, seek out ways to reach members of your community that might otherwise feel left out. (I.e. translating your promotional material).

Know that it is okay to make mistakes when you are learning. Accept your mistakes and allow yourself to grow from them.

