

Inclusive Event Planning 101

For Program Coordinators & Project Leaders

1

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.

2

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

3

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



4

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

5

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

