

IMI's Inclusive Event Planning Checklist

This guide was created drawing from tools and resources provided
UTM Equity, Diversity & Inclusion Office

Pre-Event Planning

• Organizing Committee

- ☐ Set clear event objectives and share with all committee members
- ☐ Model and use inclusive language in communications
- ☐ Establish community guidelines early
- ☐ Plan recognition/appreciation for partners and speakers (budget, compensation, gifts from diverse/local businesses)

• Date, Time & Modality

- ☐ Check multifaith and cultural calendars to avoid conflicts
- ☐ Schedule at a time accessible to your target audience
- ☐ Choose location carefully for physical accessibility
- ☐ For virtual events, use platforms with accessibility features (e.g., Teams, Zoom, live captions)

• Speakers & Content

- ☐ Ensure diversity, lived experience, and avoid tokenism
- ☐ Request bios, headshots, and presentation materials in advance
- ☐ Share compensation and logistical info (travel, parking, log-in details)

• Registration & Accessibility Needs

- ☐ Collect dietary, accessibility, and accommodation requirements
- ☐ Include pronouns on name tags if attendees wish
- ☐ Use accessible registration platforms

• Catering & Hospitality

- ☐ Offer diverse food options (allergies, halal, vegan, kosher)
- ☐ Label food and provide ingredient lists
- ☐ Set aside requested special meals

• Promotions & Materials

- ☐ Provide accurate event info (date, time, location, description, registration link)
- ☐ Ensure accessible design (fonts, colors, contrast, alt text for images)

• IT & Event Agenda

- ☐ Ensure microphones, projectors, and AV equipment are functional
- ☐ Run hybrid accessibility checks (closed captions, screen readability)
- ☐ Schedule speaker run-throughs
- ☐ Incorporate breaks throughout



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During Event

- **Logistics**

- ☐ Place clear directional signage
- ☐ Conduct AV check and monitor noise/music levels
- ☐ Consider space layout for physical accessibility
- ☐ Maintain attendee privacy and inform about photography/videography

- **Event Facilitation**

- ☐ Greet and welcome attendees
- ☐ Start with a Land Acknowledgment
- ☐ Share housekeeping and engagement protocols
- ☐ Provide disclaimers or content warnings if necessary

- **Food & Presentation**

- ☐ Provide hand sanitizer
- ☐ Label food and set aside special meals
- ☐ Use visually accessible slides and live captions
- ☐ Ensure presenters speak at a steady pace

Post-Event

- **Wrap-Up & Clean-Up**

- ☐ Restore space to original configuration
- ☐ Remove directional signage

- **Follow-Up**

- ☐ Send thank-you emails to attendees, speakers, and partners
- ☐ Include post-event survey (feedback, improvements, highlights)
- ☐ Share accessible presentation materials if possible
- ☐ Debrief with organizing team and document lessons learned
- ☐ Ensure compensation and prizes are delivered promptly

