

## Event Planning DEI Checklist

The Long Island Board of REALTORS® Event Planning Diversity, Equity and Inclusion (DEI) Checklist is intended to serve as a resource to identify opportunities and unique challenges in thinking about diversity, equity, and inclusion as it relates to planning events.

Whether it is a 30-minute virtual webinar or an all-day 500-plus person conference, all events, whether big or small, virtual or in-person, should be inclusive on every level, intentionally, and by design. Every attendee should feel welcome and have equal access to everything an event offers.

This checklist provides basic guidelines to consider in making all events as inclusive as possible.

**EVENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Nº	PRE-EVENT PLANNING	<input checked="" type="checkbox"/>
1	As part of the pre-event planning processes, include diverse perspectives in your brainstorming sessions. Are all voices being represented in discussions?	<input type="checkbox"/>
2	Establish a clear purpose and target audience for event. Establish main priorities/goals for event and decide upon key target audience groups.	<input type="checkbox"/>
3	Ensure proper time is given to researching and sourcing representative moderators/speakers/panelists. Consider expert perspective on topic/content beyond your own circles.	<input type="checkbox"/>
4	Include speakers from a wide range of contexts and backgrounds. Factors to consider include race, gender, geographic region and career stage.	<input type="checkbox"/>
5	Set an event budget and ensure it factors in costs including accessibility needs and inclusive catering options.	<input type="checkbox"/>
Nº	DATE, CATERING, AND VENUE SELECTION	<input checked="" type="checkbox"/>
1	Strive to avoid religious and cultural days of observance when selecting event date.	<input type="checkbox"/>
2	Vary the times and days of the week of your events for more inclusivity. For example, holding only weekday evening events may be difficult for attendees who have children or family obligations.	<input type="checkbox"/>
3	Vary geographic location of in-person events to get wider reach of attendees in all areas within your region.	<input type="checkbox"/>
4	Consider mixing in virtual events to reach a greater audience and allow for greater geographical reach for your speakers.	<input type="checkbox"/>
5	Avoid venues that lack sufficient nearby parking spaces, including handicap spaces.	<input type="checkbox"/>
6	Solicit venues that cater to accessibility needs, for example, elevator access, ADA restrooms, accessible entrances (without stairs/steps), ramps, wheelchair/low vision/low hearing seating, clear and legible signs, etc.	<input type="checkbox"/>

## Event Planning DEI Checklist (Cont.)

7	Avoid using rooms or areas in a venue with accessibility barriers (i.e. a basement or upstairs area accessible only by stairs).	
8	Offer Kosher, Halal, vegetarian, vegan, dairy-free, and gluten-free options as needed, and clearly label any buffet-style meals.	
9	Make sure venue has all-gendered restrooms or is open to designating specific restrooms as gender neutral.	
Nº	<b>EVENT PROMOTION AND REGISTRATION</b>	<input checked="" type="checkbox"/>
1	Ensure event promotion language and visuals are inclusive for target audiences.	
2	Ensure event promotion is sent to a diverse range of prospective attendees.	
3	Include questions about dietary and accessibility needs in registration form.	
4	Provide parking and venue accessibility information to all guests as part of registration.	
Nº	<b>ACCESSIBLE MEDIA &amp; INCLUSIVE ENGAGEMENT</b>	<input checked="" type="checkbox"/>
1	Pre-plan how speakers or moderators would prefer to solicit questions/feedback from audience to make sure underrepresented perspectives are included. Consider having someone monitor who is asking questions so all voices are heard.	
2	Make sure speakers or moderator are ready to handle possible sensitive subjects that may arise. Plan to talk through specific processes to make sure all conversation is posed in an educational and respectful manner.	
3	If permitted by speaker, have the event live streamed and/or make materials (e.g. video recordings and slides) freely available online to view after the event.	
4	Consider alternative ways to participate in Q&A (e.g. via chat or allowing anonymous questions to be submitted before the event).	
Nº	<b>DURING THE EVENT</b>	<input checked="" type="checkbox"/>
1	Make sure check-in tables, signs and materials are easily accessible and readable to attendees with disabilities.	
2	Consider asking participants to communicate their preferred pronoun (he, she, they, etc.) in introductions or zoom names.	
3	Make sure adequate breaks are provided throughout the event to accommodate anyone with health or personal needs.	
4	Even when you expect participants to be standing, provide chairs for those who may need or want to sit.	
5	Label any buffet-style meals.	
Nº	<b>AFTER THE EVENT</b>	<input checked="" type="checkbox"/>
1	Consider sending a post-event survey that asks about inclusion and accessibility at the event.	