

Planning Inclusive Programs

Getting ready to plan your next program? Here is a helpful list of considerations to ensure it is an enriching and inclusive event for everyone.

Planning team

- **Who?**
 - Program coordinator
 - An advocate for inclusion
 - Someone with a disability
- **What?**
 - Purpose of program
 - Brainstorm w/out judgment
- **When?**
 - Think inclusion from outset
 - Set reasonable timetable and expectations
- **Where?**
 - Hybrid options
 - Accessible space, with considerations for:
 - Parking
 - Restrooms
 - Seating
 - Wheelchairs
 - Elevators
 - Ramps
 - Catering
- **Why?**
 - Help your team find their WHY!

Registration Form

- Offer an open response
 - not everyone “fits in a box”
- Plain language
 - be careful of org jargon
- Screen reader accessibility
- Contact person for adaptations
- Inclusive language
 - use the word “disability”
 - “belonging”
 - review language for “ableism”
- Food restrictions/needs
- Companion free or fee
- Inclusion statement

Multimedia

- Share materials in advance
- Caption all videos
- Presentation slides
 - Use large fonts (22+ pt)
 - High contrast colors (text vs background)
 - Avoid using color alone to convey meaning
 - Avoid busy backgrounds
 - Leave space for the camera view and/or captions at the bottom of the slide
 - Limit the amount of text you use on a slide

(Over for more details)

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More things to consider when planning your next event:

Adaptations

- Large print
- Braille
- Reserved seating
- Clear directional signs
- Magnifying glasses/sheets
- CART services
- Auto Captioning
- Video interpreting
- Captioning
- Interpreters
- Transportation
- Hearing loops

Moderator Considerations

- Microphone usage
- Avoid “It’s okay, I have a loud voice.”
- Avoid “Can everyone hear me if I don’t use a mic?”
- Repeat questions before responding
- Discuss in advance any DEI topics/questions

Sensory Considerations

- Calm Zone
- Sensory cart
- For example: “These items are available to assist you in participating in the program. Please return the items after use. Items are sanitized after each use.”
- Earplugs

Social Inclusion

- Personal invitation
- Personal greeting
- Name tags
- Introductions activity
- Directions provided visually
- Opportunities for small group connection
- Peer buddy/mentor opportunity

After the Event

- Post event survey
- Make a personal connection
- Thank you notes
- Sustain relationships