

Inclusive Event Planning and Resource Guide

At Ohio State, we consider the rich diversity of our Buckeye community to be both a defining characteristic and an essential source of our institutional strength. This document was created by The Advancement Inclusion Council as a helpful guide and resource for ensuring our events are diverse, accessible, and inclusive to all Buckeyes. In this guide you will find tools, information, and tips to help build and execute these types of events.

Diverse + Inclusive Content

- Include a multitude of perspectives in your program content by considering the gender, ethnicity, race, age, and abilities of your presenters.
- Provide speakers with diversity, equity and inclusion resources as well as tips and resources
- Consider beginning your event with a **Land Acknowledgement**.
- Provide opportunities for speakers and attendees to provide their specific pronouns and phonetic spellings of names.

Equal Opportunities

- Ensure a diverse audience by providing equal opportunities for attendance, including accessible ticket pricing, various forms of registration, clear/visible contact information, and multiple feedback options.
- Consult a cultural holidays calendar before selecting an event date that could exclude certain audience members.
- Consider additional costs like parking

that may be a barrier to entry.

- Confirm the venue you are selecting is inclusive to all and doesn't have a history of exclusion. Also consider its location – is it central and/or accessible to audiences from varied geographic locations?
- Share all event communications and accessibility information ahead of time (at least 10 business days) to allow adequate attendee preparation.

Accessibility

- Ensure accessibility for all guests, including those that may be deaf or hard of hearing, blind or visually impaired, have limited physical mobility or need access to certain health resources such as a lactation room.
- Provide accessible printed and digital event materials including invitations, seating assignments, name tags, registration materials, digital presentations, event signage, etc.
- Identify if, and where, gender neutral restrooms are available.

- Consider your audience and assess if there may be a need for multi-language resources.
- Always provide an **accommodation statement** in your event invitation.

Catering Operations

- Always provide audiences/guests with an opportunity to request options for dietary restrictions, i.e. Kosher, Halal, vegetarian, vegan, gluten-free, alcohol-free options, food allergies, etc.
- Provide non-alcoholic beverages at your bar, consider a mocktail option.

Marketing + Communications

- Be aware of using inclusive language, for example, consider using “You may bring a spouse, partner, or guest” instead of “husband or wife”.
- Display your program and content diversity on invites and promotional materials. Be proud!

Additional Resources

Pronouns – mypronouns.org

Accessibility – accessibility.osu.edu

