

DEIA EVENT PLANNING CHECKLIST

1. DIVERSE SPEAKER & LEADERSHIP REPRESENTATION

Ensure panels, keynotes, moderators, and emcees reflect diversity across gender identity, race, ethnicity, age, ability, and sexual orientation - not just in one session, but across the full program.

2. EQUITABLE COMPENSATION PRACTICES

Audit honorariums and contracts to ensure speakers and contributors are compensated equitably, especially those from historically underrepresented communities.

3. INCLUSIVE CALL-FOR-SPEAKERS PROCESS

Use broad outreach, transparent selection criteria, and diverse review committees to reduce bias in speaker selection.

4. ACCESSIBLE VENUE SELECTION

Confirm ADA compliance, step-free access, accessible restrooms, elevator access, appropriate seating options, and clear wayfinding signage.

5. HYBRID & DIGITAL ACCESSIBILITY

Provide live captions, ASL interpreters when needed, readable slide design (high contrast fonts), and accessible digital materials for remote attendees.

6. GENDER-INCLUSIVE LANGUAGE & REGISTRATION

Offer optional pronoun fields, avoid honorific assumptions (Mr./Mrs.), and ensure inclusive restroom access or clear signage for all-gender restrooms.

7. CULTURALLY INCLUSIVE CATERING

Provide dietary options that respect religious, cultural, and ethical food practices (Halal, Kosher, vegetarian, vegan, allergen-safe), with clear labeling and presentation quality.

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8. PSYCHOLOGICAL SAFETY IN PROGRAMMING

Train moderators to manage microaggressions, encourage balanced participation and create space for differing perspectives respectfully.

9. NEURODIVERSITY CONSIDERATIONS

Offer quiet rooms, low-sensory spaces, visual schedules, and clear communication about noise levels or lighting effects in advance.

10. ECONOMIC ACCESSIBILITY

Considered tiered pricing, scholarships, payment plans, or community passes to reduce financial barriers to participation.

11. SUPPLIER & VENDOR DIVERSITY

Prioritize partnerships with minority-, women-, veteran-, LGBTQ_- and disability-owned businesses in catering, AV, decor, production, and gifting.

12. CULTURALLY CONSCIOUS SCHEDULING

Be mindful of major religious holidays, cultural observances, and school calendars when selecting event dates.

13. INCLUSIVE CONTENT REVIEW

Audit session types, visuals, and case studies to ensure they reflect diverse communities and avoid stereotypes or single-story narratives.

14. CLEAR CODE OF CONDUCT

Publish and enforce a behavioral policy outlining anti-harassment expectations, reporting processes, and consequences.

15. POST-EVENT DEIA MEASUREMENT & FEEDBACK

Collect demographic (optional and voluntary) participation data, evaluate inclusion sentiment in surveys, and share transparent progress updates with stakeholders.