

How to plan an Inclusive costuming event



I. Pre-Event

- Establish event coordination team
- Include equity & inclusion officer
- Establish clear purpose & target audience
- Inclusive activities / instructors

II. Date/Venue Selection

- Avoid religious & cultural observance days
- Use local & diverse venues/ vendors
- Cater to accessibility & ADA needs:
 - For venue
 - For website /flyers
- Does venue allow:
 - All-gender restrooms
 - Lactation rooms
 - Prayer rooms
 - Low sensory rooms
- Check blind spots (sundown town, trope)

III. Event Promotion

- Use appropriate & equitable language
- Create accessible visuals/posts
- Market to a diverse array of audiences
- Highlight different ways to participate
- During Registration:
 - Gather info on accessibility needs
 - Gather info on dietary needs
 - Allow for pronoun entry
 - Provide links to pre/post event surveys

IV. Instructors/ Staff

- Recruit diverse array, document
- Consider special needs
- Send invitations
- Prep with DEI guidelines/ processes

V. Final Pre-Event Tasks

- Have accessibility plan in place
- Reconfirm ADA standards with venue
- Confirm captions and alt text on website
- Food - offer alternatives (halal, kosher etc.)
- Food - label with ingredient list

VI. During and After

- Ensure signs / materials and readable
- Inform attendees about any recordings
- Have designated seating by need or request
- Highlight different ways to participate
- Welcome desk with accessibility info
- Send post-event survey
- Send thank you notes
- Have debrief meeting

flip ↻

How to plan an

Inclusive

costuming event, II



I. Pre-Event

- Identify points of exclusion
- Establish a diverse team
- Include Equity & Inclusion Officer
- Recognize & challenge biases
- Evaluate org policies & procedures
- Choose respectful theme
- Invite a diverse event staff

II. Date/Venue Selection

- Identify situational challenges
- Avoid religious/cultural days
- Pick site ADA compliant site
- Evaluate site accessibility/ flexibility
- Evaluate site safety for POC

III. Event Promotion

- Offer different ways to participate
- Challenge biases in experiences
(Dance + seating, games, etc)
- Promote to diverse groups
- Collect info on special needs of attendees

IV. Instructors/ Staff

- Prepare staff to promote inclusion
- DEI related guidelines
- Best practices for respectful education

V. Final Pre-Event Tasks

- Finalize accessibility plan
- Reconfirm physical accessibility of site
- Confirm food options
- Provide ingredient lists for all foods, snacks

VI. During and After

- Extend solutions to everyone
- Welcome table (accessible)
- Inform attendees of any recordings
- Designated / reserved seating available
- Post-event survey asking re: inclusion
- Send thank you notes

