

Inclusive Labyrinth Event Planning Worksheet

Tips, Resources and Guidelines for Building Diversity, Equity & Inclusion

Planning

“**Inclusion** is authentically bringing the perspectives and contributions of all people to the table. It demands that power is distributed equitably. It incorporates the interests and needs of all into the design and implementation of processes, policies, activities, and decision-making.” - Nicole Lee

- Consider inviting members from an under-represented groups to be on the planning committee / team or partner with organizations that work with underrepresented populations
- Consider how attractive and inclusive the venue is for under-represented groups
 - Differently-abled (wheelchair, visually/hearing impaired, etc)
 - Low-income people (public transportation)
 - Multiple religious faiths, spiritual practices or atheists
 - Youth and Elderly
 - Non-conforming or gender neutral (bathrooms, language)
- Consider how you can enhance venue conditions for accessibility
 - Additional lighting needed
 - Signage needed
 - Seating needed
 - Sound system needed
 - Additional shelter needed
 - Other _____
- Consider a sliding scale, scholarship, free tickets in terms of cost
- Reexamine all the habits, assumptions, frameworks, and biases embedded in previous events and the structure of the organization
 - How inclusive has the event been in the past? In what ways are the methods and procedures perpetuating norms?
 - How can you break out of routine, try something new, take a risk, or challenge yourself or the organization to diversify?

- Include range of opportunities and practices that are open to broad range of ability and experiences (ie. sit or stand, finger or walk, sing or play drum, guide someone or be guided)
- Use a labyrinth with surface/material that is accessible and suitable to broad range of ability and experiences
- Leverage your privilege and power to bring in others
 - Can someone else speak instead of you?
 - Can someone else get paid instead of you?
 - Can someone else lead the walk instead of you?
 - Can someone else be quoted, thanked, honored, photographed instead of you?
- Provide an interpreter or translated materials if there is likely to be non-english speakers present

Publicity

“**External Relations** are what the organization does out in the world. The products and services it offers must meet the diverse needs of its various constituencies (and it must determine) how to best serve or attract communities of interest.” - Heather Berthoud

- Use publicity photos with diverse representation
- Use publicity outlets that market and reach diverse populations
- Use language in marketing that is inclusive
- Translate flyer or brochure to reach a wider audience
- Include information about accessibility of venue
- Make an extra effort or targeted outreach to promote interest and inclusion of under-represented groups
- Advertise in a multitude of forums - email, newsletters, word of mouth, radio ads, flyers, social media, newspaper, etc

Evolving document by Lars Howlett stemming from [Diversity is an Asset](#) online training by Desiree Adaway with feedback from Veriditas & the TLS Regional Reps Inclusion Committee

Please email thoughts, comments, suggestions, ideas, edits to FindLars@Gmail.com
I appreciate your honest feedback and am open to your suggestions.

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