



A Checklist Guide to Planning Diverse, Equitable, and Inclusive Events

Content	Timing and Location
<input type="checkbox"/> Theme: Does the substance of the event advance the Chapter’s goals for diversity, equity, and inclusion? See the Strategic Plan for Diversity & Inclusion .	<input type="checkbox"/> Date: Does the event avoid conflicts with civic and religious holidays and affinity bar group events? Check and update the Community Calendar for Affinity Bar Events .
<input type="checkbox"/> Speakers: Do the speakers have diverse backgrounds and experiences?	<input type="checkbox"/> Venue: Is this a place that historically and currently has welcomed all?
<input type="checkbox"/> Audience: Is the programming inclusive of all perspectives and abilities to participate, considering varied formats like panels, workshops, and other activities?	<input type="checkbox"/> Accessibility: Are the venue and format accessible to everyone, including individuals with disabilities and virtual attendees? Study the Planning Accessible Events Manual .
Meals and Entertainment	Collaboration
<input type="checkbox"/> Food: Does the menu account for dietary restrictions (e.g., vegetarian/vegan, gluten free, and non-dairy options)? Is the caterer diversely owned or operated?	<input type="checkbox"/> Funding: Are there opportunities for grants, sponsorships, and other funding from National FBA and other sources? Apply for Outreach and Diversity Grants .
<input type="checkbox"/> Beverages: Does the event offer a variety of non-alcoholic beverages?	<input type="checkbox"/> Partners: Will any affinity bar or other groups co-host or co-sponsor the event?
<input type="checkbox"/> Music: Are the performers of any music or entertainment diverse?	<input type="checkbox"/> Community Giveback: Does the event aid the missions of community partners?
Communication	Chapter and Membership
<input type="checkbox"/> Invitations: Do the save-the-date, invitation, and reminder emails follow the Online Communications Request Form , including that they use plain language and alt text, address all genders, and include an accommodations contact?	<input type="checkbox"/> New Members: Does the event help diversify the Chapter’s membership, including by encouraging attendees to join the FBA and get involved in Chapter initiatives? Consider sending attendee lists to the Membership Committee.
<input type="checkbox"/> Outreach: Is the event being promoted to a wide range of audiences? Team up with the Affinity Bar Liaison Coordinator .	<input type="checkbox"/> CLEs: Does the event qualify for CLE credit, particularly credit for elimination of bias or ethics?
<input type="checkbox"/> Pricing: Will registration be free or allow for dynamic pricing (e.g., public v. private) or sponsored tickets?	<input type="checkbox"/> Bar Talk: Will the event be featured in <i>Bar Talk</i> ? Notify the <i>Bar Talk</i> Co-Chairs and line up an author (e.g., member or attendee).

If you would like any guidance, please reach out to the Diversity and Inclusion Committee.