



Quick Tips for Inclusive Programming



1. Pronouns: Role model, but don't force others to share
2. Make sure organization's leadership is bringing new people into the conversation
3. Addressing the audience: "Hey guys..."
4. Use the microphone
5. What is on the panel?
6. Selecting a moderator who can balance the conversation and keep control
7. Collaborate with new organizations
8. Accessible seating
9. Checking the calendar
10. What does the stage look like?
11. All Gender Restroom: do we have them and where are they?
12. Disability statement on marketing materials
13. Entry fees
14. Being mindful of introverts and internal processors
15. What's on the menu?
16. Sign language interpreter
17. Acknowledging personal bias
18. Ask the experts
19. Closed captioning
20. Explain your video clips
21. Font size and color
22. Explain regional references
23. Provide breaks for longer programs
24. Is the event location accessible
25. Language matters
26. Designate a point person to keep inclusive programming in mind
27. Handing special requests the day of the event
28. Off-campus travel
29. Don't speak for others
30. Challenge by choice
31. Reflect on how you did
32. _____
33. _____