

This list will assist you in providing a respectful and inclusive event. We invite you to use it when planning any event at BCIT. Special thanks to Marketing and Communications for their contribution.

✓	Task	Comments
	Pre-Event	
	Representation:	
	Consideration of diversity for speakers, emcees, facilitators	
	Background research of guests/speakers	
	Date/Time:	
	Follow FSA meeting regulations	
	Is the event held at a time where the greatest number of people can attend	
	Is the event on a day with religious/cultural significance – if so, what contingencies or changes need to be made?	
	Registration:	
	Text box section for attendees to request specific accessibility requirements	
	Follow-up with those accommodation requests	
	Dietary restrictions	
	Venue:	
	Accessibility check (ideally using the radical access mapping project audit)	
	Gender neutral washrooms	
	Accessible parking options	
	Arrange site visits with honourees and participants with accessibility needs with service providers if required	
	Marketing Collateral:	
	Colour blind accessible/easy to read poster	
	Ensure collateral are posted at accessible locations	
	Understandings of words, characters, and symbols used	
	Alt-text for images	
	Screen reader accessible	
	Events Communications Collateral:	
	Ensure that someone will do the Territorial Acknowledgement. If you are looking to have an Indigenous Elder attend a meeting or event to offer a protocol welcome or provide a land acknowledgement, contact indigenous@bcit.ca to make arrangements well in advance.	
	Gender neutral language. E.g. avoid ladies and gentlemen	
	Non-ableist language. E.g. avoid words like lame, blind, deaf, crazy	
	Picture in picture and captioning for videos	

	Food Vendors:	
	Confirm capacity to create menu that is: Gluten friendly, nut free, vegan.	
	Confirm zero cross contamination, packaging, and labelling.	

✓	Task	Comments
	Sustainability:	
	Book Green Team attendants for event	
	Ensure proper receptacles have been requested	
	Minimize printed material	
	Work with food vendor to ensure compostable or multi-use utensils	
	During Event	
	Signage: wayfinding & designated areas. E.g. gender-neutral washrooms, wheelchair seating	
	Notice of photography and video capture	
	Scent free (if requested)	
	Wheelchair accessible	
	Registration: clear location, accessibility/services/volunteer check-in	
	Review dietary and sustainability requirements with food providers	
	Check-in and review with service providers	
	Post Event	
	Feedback:	
	Capture feedback through survey	
	Follow-up with participants who requested services	
	Videography:	
	Captioned	
	Picture in Picture	