

Ideas to Make Events More LGBTQ+ Inclusive

As we begin to celebrate Pride Month, below you'll find a few suggestions to make your events more LGBTQ+ friendly, including what to do before and during the gathering.

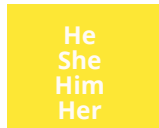
Pre-Planning Ideas



- Create an inclusion policy to ensure that the expectations of your team, vendors and attendees are clear. Be sure have a copy of this document on hand, in case a situation arises where it would be necessary to remind everyone of the policy.



- Remove gender from the registration form. Not everyone is comfortable with disclosing their gender. If your registration process requires you to include gender, offer a write-in field for attendees to fill in the gender they identify with.



- On the registration form, allow guests to share their preferred pronouns and what name they prefer to be addressed by.
- Check whether your venue has gender-neutral bathrooms or if the current bathrooms can accommodate all genders (with the addition of appropriate signage).



- Avoid referring to gender when describing the dress code. For example, instead of saying women should wear dresses and men should wear suits for an evening reception, say black tie, casual dress, business casual, formal etc.



- Speak with your team, event staff and any vendors involved to ensure that they are using inclusive language. Avoid gendering people, be mindful of not making any assumption about attendees, such as whether a companion is or is not someone's spouse.

- Remind speakers and presenters to avoid using gendered language. Advise presenters to stay away from the use of ladies, sir, girls, boys, his and hers. Encourage them to use inclusive language, such as distinguished guests, everyone, they and them.

- Review event materials and presentations to ensure the text is gender neutral.

During the Event



- Provide signage throughout your meeting space that reminds attendees to be respectful of one another.
- If the event is taking place virtually, invite attendees to include their pronouns in their screen name. Include pronouns on preprinted name badges, be sure to ask permission first.
- Have a contingency plan in place that includes what to do if a vendor or speaker is being disrespectful to attendees.