Branch Events Checklist – Equality and Diversity

Event:	
Date:	
Time:	
Lead Organiser:	

Equalities Act - Consider the 9 protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

Consideration	✔ or X	Comment
Booking Forms		
Check for special requirements for both attendees and guests/speakers etc ("Do you have any dietary, access or other special requirements?")		
If appropriate, consider adding "let us know of any obstacles or barriers that you feel might make it difficult for you to attend, enjoy and fully participate in this event."		
Marketing/Materials		
Have you promoted the event sufficiently widely? Are there any groups who will likely not have heard of the event?		
Are materials/presentations accessible and easy to read?		
Venue		
Is the venue appropriate to the event? I.e. Is it a religious or licensed venue, or		

a community venue?		
Accessible for wheelchair users? (Through main entrance not via a back door, and the room has space for manoeuvrability)		
Are the following available: - A lift available for those with issues with stairs or ramps? - Accessible facilities i.e. toilets, fire escapes. - Suitable facilities i.e. non-gendered and gendered toilets. - A PA system if needed? - A hearing loop available? - Crèche facilities - Prayer facilities - Adjustable lighting		
Are assistance dogs welcome?		
Is it accessible to public transport?		
Are there parking facilities? (Is there a barrier to enter the car park, and can this be operated by a deaf person for example?)		
Does the venue have its own equality and diversity policy?		
Dates and Times		
Will any one group of people likely be unable to attend?		
Is it accessible to public transport (i.e. for evening events)		
Does the event conflict with; School holidays or half terms Bank Holidays Easter Eid Dhiwali Christmas Other religious festivals Check the Diversiton Calendar at www.diversiton.com		
Allow for regular 'comfort breaks' in proceedings.		

Catering		
Have separate meat, fish and vegetarian options clearly labelled.		
Ensure requirements specified on booking forms are met i.e. Halal, Kosher, Vegan.		
Have water and caffeine-free drinks available with other drinks.		
The event		
Is the agenda suitable for all attendees? (I.e. Items such as prayers or saying grace should not be formal parts of events.)		
Are all appropriate organisers/supporters aware of relevant access requirements of attendees?		
If photographs are to be taken, ensure no one has issues with flash photography.		
Evaluation		
Evaluate the event – any unexpected diversity issues?		
Monitor attendees – was there an over-representation of one group, or a marked lack of representation from another?		