

KEY REMINDERS FOR ORGANISING A DIVERSE EVENT

In Northern Ireland there are many people from different faiths and many people of no faith.

There are many things to consider if organising an event especially if people from diverse backgrounds are attending or you hope will attend. We have summarised a few of the key considerations in the table below.

Theme	Consideration
Promotion and Raising Awareness	- Make sure any promotional material is consistent with the diversity you are seeking for the event or that represents the local community; - Have an initial conversation with representative groups about the material and the session; - Review access arrangements for people with disabilities, including promotional access to materials and access to buildings is important; - Ask people from the different backgrounds to get involved, shape the programme, and help with outreach; - Review invitation lists and include people from the various communities relevant to the event; - Explore using different languages, broadening social media or other engagement. It might be useful to include social media tags from diverse organisations.

Food, Drink and Faith	- Think about the date/day and make sure there is no clash with holy and prayer days for different faiths. - Make yourself aware of any food restrictions or dietary needs. For example, several faiths will not eat beef or pork; - Check any venue for symbols that may offend – not to remove symbols but to ensure they do not offend; - Providing space in a location or in an itinerary for prayers may be appropriate depending on the type of activity, how long and when it is taking place; - The venue for a meeting or event should be safe and accessible for people from all backgrounds.
Inclusion in the Organisation	- Ensure that when volunteers are involved consideration is given to how to do that with volunteers from minority backgrounds, different faiths and ethnic backgrounds; - Are volunteers, including those from different backgrounds, clear about how they can input to decisions that affect them? - Can people with disabilities access information and buildings? - Your organisation should be clear and visible about its aims and ambitions for the inclusion of people from different backgrounds; - Review membership of staff, volunteers, management or steering groups to ensure involvement of minority communities and people from different backgrounds, especially to see if it is similar to the local community.

Monitoring and
Evaluation

- Are exit interviews carried out to understand why people have dropped out or failed to attend an event or series of events?
- Monitoring not just attitudes and satisfaction but also rates of participation of people from different backgrounds, would be useful;
- Are satisfaction ratings similar for people from different backgrounds?
- Have you plans for what to do if people from some backgrounds are less positive or attend less often?

