

Top Ten Considerations and Reminders for Events

No.	Considerations	Reminders
1	Promotion, awareness and engagement	Include symbols or pictures that demonstrate your approach to diversity
2	Aims and objectives of your organisation	Clearly and publicly state your commitment to diversity
3	Customs and practice	Try to ensure you do not hold activities and events when different people from faiths or community background may have other commitments
4	Food, drink and culture	Develop a checklist for organising events and activities that include a Do and Don't reminder
5	Communication tools	Include organisations and people from different backgrounds in your promotional campaigns
6	Venues and symbols	Check all venues for symbols that may offend, not necessarily to remove symbols
7	Volunteers and staff	Regularly do an audit to see if those involved in your organisation are as diverse as you aspire to
8	Adverse impacts and legislation	Check requirements and obligations regularly
9	Family involvement	If relevant make sure families from minority backgrounds can access information and feel included to the same degree as others
10	Monitoring and evaluation	Always monitor not just attendance but satisfaction and compare satisfaction rates of different groups