



Planning Inclusive Events

It's not possible to design a single event that will be of interest to everyone – that's not the goal of inclusive programming. An inclusive event means that students are not explicitly prohibited from attending (i.e. the event is for only one gender, academic majors-only, or preexisting membership in a particular organization).

Our goal is to plan events that are free from the barriers that would make any interested individual feel excluded, uninvited or unwelcomed at our programs.

With that in mind, consider the following when planning your event:

- Financial accessibility to the student body – is there a fee to participate in the activity? If so, what is the purpose of the fee: fundraiser for the club, fundraiser for a philanthropic cause, to help cover the cost of the activity, etc.? If the fee is to cover the cost of the event, consider applying for additional funding from USG rather than charging a fee directly to students.
- Physical accessibility to the student body – will students be able to participate regardless of physical or cognitive needs? Have accommodation considerations been made (preferential seating, portable amplification systems, sign language interpreters, captioned media, alternative format printing, physical location accessibility, activity modifications/adaptations, etc.)?

Additionally, we strongly encourage that the following statement be placed on all marketing materials:

- If you plan to attend this event and would like to request accommodations, please contact (name of a responsible event organizer) at (phone and email) by (specific date).

If a student reaches out to request an accommodation that your organization is unable to provide, contact the Appropriations Committee to see if it can be provided by either USG or the University.