Inclusive Planning Resource

The goal of this resource is to promote reflection before an event, and to provide planning help if desired. Please mark a box to answer each question.

If you mark "We could use some help", please email the form to Janelle Clauser at janelleclauser@gmail.com. Someone from the PTG DEI committee will reach out for support!

Events

Question	Yes, definitely!	Unsure	We could use some help	Notes
Does our planning group/volunteers represent the people we're trying to reach?				
Will any of our goals support or enrich underrepresented groups?				
Did we consider and remove or address possible barriers to attendance? (e.g. date, time of day, childcare, cost, physical accessibility)				
Are there options for students and families to participate based on their comfort level? (e.g. sensory input, arrival time)				
Do we have a plan to gather feedback from participants/planning members afterwards and document lessons learned for the future?				

Communication (email, flyers, social media posts, etc)

Question	Yes definitely!	Unsure	We could use some help	Notes
Does the content (words and/or images) reflect the depth and breadth of diversity in the school community? (e.g. age, race, ethnicity, gender, sexual orientation, socioeconomic status, learning style, language, disability)				
Are we clearly conveying *what* will be happening that may help attendees plan or know what to expect?				
Have multiple people within the planning group reviewed anything being shared with the community to ensure inclusivity?				
Have we marketed to various channels to maximize visibility?				