



National Heritage Week

A Heritage Council programme

National Heritage Week Event Inclusivity Checklist

Use this checklist to ensure your event is inclusive, accessible, and welcoming for all attendees. Tick off each item as you complete it.



Participation

- Have I encouraged as many people as possible to join?
- Have I identified and removed potential barriers to participation?

Consider Different Perspectives

- Have I considered the perspectives of different attendees?
- Have I identified who is missing from my event and how to include them?

The Right Invitation

- Is my invitation reaching diverse groups?
- Is the messaging welcoming and inclusive?

Information Powers Inclusivity

- Have I provided clear details about the event?
- Do attendees know what to expect?

Accessibility

- Is the venue step-free and wheelchair accessible?
- Are there enough seats available?
- Are lighting conditions appropriate?
- Will the speaker/s be clearly visible?
- Is the sound adequate for all attendees?
- Have I asked attendees about necessary accommodations?

Additional Considerations

- Is the event scheduled at a suitable time for different groups?
- Is there clear signage and information available at the venue?
- Have I ensured wheelchair accessibility at all key points?
- Have I consulted relevant charities or representative groups for inclusivity advice?

Communication & Content

- Am I using inclusive language?
- Is the content accessible and easy to understand?
- Have I considered different formats (visual, verbal, etc.) for presenting information?

Final Steps for Inclusivity

- Have I identified groups I want to include and reached out to them?
- Have I made personal invitations to encourage participation?
- Have I consulted organisations for insights on inclusivity?
- Have I made necessary practical adjustments based on feedback?