# Diverse Corporate Event Planning

This playbook describes strategies for planning corporate events that respect and celebrate diversity. The goal is to ensure inclusivity among attendees and within the organization.

### Step 1: Assessment

Evaluate the current state of diversity within the organization. Understand the demographic makeup of your team and potential attendees to better tailor the event.

### Step 2: Policy Review

Review company policies on diversity and inclusion. Ensure that the event planning process aligns with these policies and promotes a culture of respect.

### Step 3: Diverse Team

Assemble a diverse planning team. Ensuring that the team represents different backgrounds will foster different perspectives in the planning process.

### Step 4: Cultural Considerations

Research cultural dates, holidays, and dietary restrictions. Avoid scheduling conflicts and ensure food and activities are inclusive of all attendees’ cultural backgrounds.

### Step 5: Accessible Venues

Select a venue that is accessible to everyone, including people with disabilities. Consider physical layouts, proximity to public transport, and other accessibility features.

### Step 6: Inclusive Content

Plan for diverse speakers and content. Ensure that topics, speakers, and panelists represent a breadth of perspectives and backgrounds.

### Step 7: Engagement

Create opportunities for engagement. Provide forums for discussion and interaction that allow all voices to be heard and valued.

### Step 8: Feedback

Collect and implement feedback. After the event, seek out viewpoints on the inclusivity of the event and make improvements for the future.

## General Notes

### Continuous Improvement

The process of creating inclusive events should be ongoing, and continuous improvement should be sought after each event.

### Avoid Tokenism

Be cautious of tokenism. Diversity and inclusion should be woven into the event naturally, not treated as a check-box or afterthought.

### Communication

Communicate clearly and inclusively, both during the planning stages and when promoting the event. Use language that is welcoming to all.