



Inclusive Event Planning

Our local unions are made up of members of different genders, ages, races and other backgrounds. We need to take this into account when we plan events. When members feel represented in programs and activities, they know that our union values them.

Here are some tips to make your events more inclusive:

- Invite local members of different genders, generations, and cultural backgrounds to take the lead on planning events. This can be a great way to meet new and young activists in your local!
 - Consider using a 'buddy system' for event planning which pairs seasoned planners with people new to this sort of leadership position.
- Don't book events on the religious holidays or holiest days of any faith group.
 - See [this resource](#) from USW for religious dates of note in 2021.
- Consider having on-site child care at your event, and/or remind your members of the Family Care Reimbursement Program which reimburses members for eligible family care costs incurred while attending authorized union events.
 - Save some colouring books, markers, crosswords, and the Wi-Fi password(!) for when future young Steelworkers visit your local. This can make meetings run more smoothly when a member's been unable to find child care.
- Champion access for *all* of your members by inviting them to share in advance of events if they will need any accommodation to participate. This might include things like food or scent restrictions, prayer space or sign-language interpretation of your event.
- Schedule breaks during your event.
- Make lots of signs directing participants to your event location. This helps community members and Steelworkers find you better and feel welcome at your event!
- Have a ramp available and map out accessible washrooms for participants using mobility devices.
 - Make signs and reserve accessible parking and event seating for folks who would benefit from both.
- If you're hosting a Q&A, consider alternatives to asking people to raise their hands. Ask participants to send their questions in advance or to submit written questions to an event

moderator. This encourages participation from people who aren't comfortable with public speaking.

- Designate a gender-neutral washroom.
- Ensure that event speakers come from diverse backgrounds. For example, invite women and men and trans people; invite racialized and Indigenous and white speakers.
 - Make sure you are fairly compensating these speakers.
- Use a microphone and speakers for larger events so your voices are easy to hear.
- Give a land acknowledgement at the beginning of your events. Land, or territorial, acknowledgments show respect to the Indigenous people on whose land we now live and work.
 - USW has [a resource](#) to help you create your own acknowledgment, and your local municipal government is likely to have a standard one for your geographic area.
- Invite an Indigenous Elder or Knowledge Keeper to lead an opening at your event.
 - It may be appropriate to offer tobacco to an Indigenous person when requesting their involvement with your event. Contact your local Friendship Centre to learn about protocols in your area, and/or ask the Indigenous person you are engaging if this would be appropriate.
- Build relationships with neighbouring service agencies and labour organizations to partner on events and demonstrate solidarity for social justice causes.
 - Define your project goals together, so all parties share equally in your projects' successes.
- If you live in a community with francophones, ensure you have French-language representation at your event and not just English.

There are many more ways to make your events welcoming to diverse audiences. If you'd like any additional support with your event planning and logistics, reach out to your District Education Co-ordinator or the FCEF Fund Co-ordinator. Happy planning!

