

10 Resources to Make Your Events More Inclusive

A non-comprehensive list. If you have improvements, other resources to suggest, or questions, we'd love to hear them! Please email spa-BENInclusiveEvents@berkeley.edu.

1. **UC Berkeley's [Disability Access & Compliance's Planning Accessible Events Page](#)**

This site has all the basics (and more!) for planning for disability access at your events. It has language to use when offering accommodations, lets you know University accessibility requirements, and even offers funding for accommodations for qualified events. If you can't find an answer to a question about event accessibility on this page, they even offer consultation and advice services.

They also have a [Communications Accommodations page](#) which includes accommodations checklists and a communications accommodations request form.

2. **The Berkeley Food Institute's [Sustainable and Just Catering Guide](#)**

If you're looking to expand your catering list to support sustainable, small, diverse, or disadvantaged businesses, The Berkeley Food Institute has created a spreadsheet that lists a number of businesses and how they rank. It's by no means a comprehensive list (you can submit suggestions if you see something missing!), but it's a great place to look to expand your catering horizons.

3. **UC Berkeley Event Services's [Tips for a More Inclusive Virtual Space](#)**

Event Services made a tipsheet that focuses on virtual event spaces. It includes great advice for settings and structures to keep in mind as you plan your next Zoom meeting or event.

4. **UC Berkeley's [Inclusive Restrooms and Lactation Centers Maps](#)**

If you want to know if the venue for your event has gender-inclusive bathrooms, ADA-accessible bathrooms, bathrooms with changing tables (or if you want to know where to direct attendees for inclusive restrooms), or lactation centers, these websites offer helpful maps of locations on and around UC Berkeley's campus.

Note that access to lactation centers is managed by each department or building manager, so prior to your event you may want to identify the appropriate manager.

5. **UC Berkeley's Center for Teaching & Learning [Religious Holidays Calendar](#)**

A list of religious and cultural holidays. This list was designed with academic accommodations in mind, but is useful for considering dates to avoid when scheduling events. Webster University also offers [this helpful guide](#) that has additional specifics.

6. [Native Land Digital](#) and [Guides to Making Your Own Land Acknowledgement Statement](#)

While most of UC Berkeley occupies Xučyun-Ohlone land, this map is helpful if you are holding an event off UC Berkeley's main campus or if your attendees are not all in one physical place. We also advise you to check out Chelsea Vowel's "[Beyond Territorial Acknowledgments](#)", Dr. Debbie Reese's "[Are you planning to do a land acknowledgment?](#)", and (for those in the East Bay) the [Sogorea Te' Land Trust](#).

7. [Social Tables's How to Manage 20+ Common Dietary Restrictions](#)

If you're serving food at an event, here is a quick guide to common allergies and religious dietary restrictions. This site also offers suggestions for ensuring the menu meets the dietary requirements of every guest. Note that if you ask, many caterers are willing to work with you to allow individuals to bring their own food if they have dietary restrictions and are more comfortable bringing their own food.

8. [UC Berkeley Student Affairs Communications's Social Media & Accessibility Guide](#)

A helpful presentation that explains basic terms and how you can boost accessibility in social media posting. This guide discusses the use of emojis, readable text standards, crafting alt text, and more! This slide deck is a living document, so don't be surprised if you see changes to match the constantly shifting landscape of social media.

9. [Transcription Services and UC Berkeley's Closed Captioning Services Guide](#)

If you need an event or advertising closed captioned, UC Berkeley has a list of vendors already in the UC Berkeley system. If you need your event translated into another language such as Mandarin, Spanish, French, or German, [Aberdeen](#) also offers translation services and is in the UC Berkeley system. Note that many free or automatic closed captioning services (such as Youtube) do not meet ADA minimum accessibility standards.

10. You!

What you, as an individual event planner, are able to do to make your events more inclusive is going to depend on the resources and support available to you. Figure out if you, your team, or your organization can make concrete commitments to inclusivity and set a goal that makes sense for you. For UC Berkeley Staff, Inclusion & Belonging is one of the Achievement Criteria; your Achieve Together check-ins can be a great place to start this conversation. If you do not feel supported in this way or if you're looking for ideas on what kinds of goals you could set, see if you can find a friend or colleague (we welcome all UC Berkeley Staff at our biweekly Inclusive Events group—just [email us!](#)) who can help you to meet new inclusivity goals and find applicable resources.