

Gordon Ford College of Business Event Planning Checklist

Please complete the checklist below and turn it in to the dean's office prior to any GFCB event.

The following resources will be helpful in developing the event plans:

WKU Diversity, Equity, and Inclusion: <https://www.wku.edu/dei/>

Observances Calendar: <https://www.wku.edu/dei/calendars/observances.php>

Student Accessibility Resource Center: <https://www.wku.edu/sarc/>

Intercultural Student Engagement Center: <https://www.wku.edu/isec/>

WKU Policies: <https://www.wku.edu/policies/>

Event Details

Event Name	
Event Date(s) and Time(s)	
Event Location	
Sponsoring Unit/Organization	
Contact Person	
Contact Email	
Contact Phone	
Event Food and Beverage Menu	Please attach the menu and/or food and beverage order confirmation to this form.
Event Agenda	Please attach a copy of the event agenda to this form.
Event Invitation/Announcement	Please attach a copy of the event invitation and/or announcement to this form.

Event Checklist

- Event date(s) and time(s) do not conflict with major holiday observances.
- Event location has elevator access, accessible entrances, and accessible seating.
- Event location has the technology necessary to support the event type and ensure attendee comfort, including audio-visual needs.
- Event announcements and invitations include instructions to request accommodations.
- Event food and beverages are appropriate across all cultures.
- Event food plan can accommodate vegetarian, vegan, dairy-free, gluten-free options, and considerations for other food allergies (for example, peanuts) if requested.
- If the event will combine in-person and remote participation, alternative methods for Q&A will be provided.
- Event materials are available in alternative formats and include transcripts and closed captioning if necessary.
- Event agenda does not include a prayer or other religious ritual.

Suggested Wording for Invitations

Please include the following in event announcements and invitations:

The Gordon Ford College of Business strives to provide inclusive and accessible events. We want our guests to have a comfortable and enjoyable experience. To request an accessibility accommodation or report a dietary restriction, please contact _____ at _____.