Inviting Guests to Your Sustainable Event

Sharing the right information with your guests up front can make your event more welcoming, accessible and cost effective. Use the checklist below to ensure that your invitations and promotional materials clearly communicate your event’s commitment to inclusivity.

What to Ask Your Guests:
- Questions about accessibility and dietary needs
  - Do you have any accessibility needs requiring accommodation (i.e. ASL/CART interpretation, closed captioning, event materials in large print or Braille, proximity to an all-gender single-user washroom, etc.)?
  - Do you have any dietary needs requiring accommodation (i.e. kosher, halal, vegan, gluten-free, etc.)?

What to Tell Your Guests:
- Time and place
  - We have indicated event start and finish times.
  - We have included clear directions to the venue, including information about active and public transit and accessible parking options.
  - We have included a description of the venue, services available on site, and the event environment.
- Registration fees
  - We have identified any fees required for registration, event materials or associated costs. If subsidies are available to cover these costs, we have explained how guests can access them.
  - We have offered to waive fees for any support persons accompanying attendees to the event.
- Contact information
  - We have provided a phone number and email address that attendees can use to contact us to discuss their accessibility or dietary requirements.
  - If corresponding with guests one-on-one, we have sent all email correspondence or attachments in plain text so that our emails will be compatible with screen readers.
  - We have followed up promptly in response to any requests for accommodations.

If you have any questions or ideas about event invitations and promotional materials to share with the Office of Sustainability, please send us an email at sustain@ucalgary.ca.

TIP
Circulate your invitations well in advance of the event to allow your guests time to arrange for transportation, assistance or any other supports they will need to attend.