



# Equitable Events Form

Contact  
person

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Club name

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Event name

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Event date

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Event location

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Email

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*This form will be used to gather information about the feasibility of the MSS Equitable Events Policy. **Submit this form at least 2 days before the date of your event.** Do not hesitate to reach out to [equity.mss@gmail.com](mailto:equity.mss@gmail.com) with any questions regarding the policy and implementation of any item on the checklist.*

## **Mandatory items:**

1. A lottery system was put in place for limited spots (only relevant if event reached capacity) YES  NO
2. The event space is wheelchair accessible YES  NO
3. The event is accessible by public transportation YES  NO
4. There will be enough seating for all expected attendees to sit during the event YES  NO
5. Gender neutral bathrooms will be available YES  NO
6. An *Accessibility needs* section was included in the event registration form YES  NO
7. The cost of the event was less than \$20 YES  NO





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*If your event has food:*

8. Food restrictions have been incorporated into the meal YES  NO

*If your event will be serving alcohol:*

9. Non-alcoholic beverages will be available YES  NO

10. The event has been advertised on multiple platforms  
(Murmur, email listservs, school announcements) YES  NO

If you answered NO to any of the above, please use the following space to explain WHY:

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***Recommended items:***

1. The event is not taking place during a religious holiday YES  NO

2. The event will provide child care services YES  NO

3. Participants were asked to follow a scent-free policy YES  NO

Please include any questions or concerns regarding the implementation of the MSS Equitable Events Policy.

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## List of Accessibility Resources:

Lottery Name Generator

<https://www.miniwebtool.com/random-name-picker/>

The Principal's Task Force on Respect and Inclusion in Campus Life

<https://www.mcgill.ca/principal/initiatives/respect-and-inclusion-campus-life/task-force-respect-and-inclusion-campus-life>

Office for Students with Disabilities – Student Resources

<https://www.mcgill.ca/osd/student-resources>

McGill Adapted Mobility

<https://www.mcgill.ca/transport/adapted>

McGill's Multifaith Calendar

<https://www.mcgill.ca/importantdates/holy-days-0>