

DIY Checklist for an LGBTQ+ Fireside

- ☐ Define the Objective: is it a celebration of LGBTQ+ culture, an educational event, or a discussion of important issues facing the community?
- ☐ Programme: Lunchtime, 60-75 minutes, including 10 minutes for Q&A.
- ☐ Speakers: Capture diverse backgrounds and experiences from within the LGBTQ+ community. Having speakers from within your company would be recommended. Share your lived stories and challenges, be brave and be vulnerable.
- ☐ Content: Review the content to be shared, don't assume. If you have several speakers it is even more important that you decide on what you would each share.
- ☐ Prioritize Safety: Choose a safe and accessible venue. Have a plan in place in case of any incidents of discrimination or harassment.
- ☐ Include other ERGs: Because we should be supporting each other, especially when everyone is volunteering on top of their work responsibilities.
- ☐ Welcoming environment: Create a welcoming environment by providing food and drinks, and ensuring that everyone feels comfortable and included.
- ☐ Marketing: Everyone is busy! Remember to have your collateral to highlight awareness and increase excitement for the event!
- ☐ Technical rehearsals: Because of Murphy's Law.
- ☐ Respect and inclusion: Use language where all identities are respected. Consider what would create a space for curious persons holding conservative beliefs not to feel judged if they want to attend to find out more. Even though we encourage for people to hear from diverse voices, no one should be forced to attend a Fireside.
- ☐ Survey: Always follow-up to find out what your impact has been and how you can improve.