



Initial Planning Checklist

What are the overall objectives of the event?

- Discuss immigration efforts and theory to win
- Develop a state plan to target congressional delegation
- Increase capacity to win big by working with advocates for interconnected issues

When will the event take place?

Why is this summit urgent and necessary?

Who will be in attendance? Start with the core team planning the event and current partners.

Who else should be in attendance? Who should be invited that also has a stake in the event's objectives?

Summit location checklist:

- ☐ Is there room for everyone we expect to sit and move through the space comfortably?
- ☐ Is the location centrally located for the attendees?
- ☐ Is there public transportation available near the location? If not, how will you support people getting there?
- ☐ Is there parking nearby? And is it free?

Accessibility checklist

- ☐ Is the location accessible for people in wheelchairs (e.g. elevators, ramps, accessible restrooms)
- ☐ Will you offer translation, closed caption, ASL or interpretation during the event? If so, include this in your budget and timeline to book the facilitators.
- ☐ Will you have special seating areas for those who need accommodations?
- ☐ Will any handouts or signs be translated into other languages? If so, which ones and who will translate?
- ☐ How will you support people who need childcare? Will you offer onsite care or reimbursement for home care?
- ☐ How will you make bathrooms accessible to all gender identities?



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COVID and Other Forms Safety checklist

- ☐ Will you require people to wear a face covering?
- ☐ Will you require people to show proof of COVID-19 vaccinations?
- ☐ Will you space seating 6 feet apart and if you do, will that change the number of people able to attend?
- ☐ Have you included hand sanitizer or other PPE in your budget? If so, who is responsible for purchasing these items?
- ☐ Will you need room monitors?
- ☐ How will you make bathrooms accessible to all gender identities?

Make sure to clearly explain accessibility and safety information on your event sign up page along with a contact email for people who have additional questions.

For a more extensive list of creating accessible events, please [review this guide from our friends at Pacific Alliance](#).