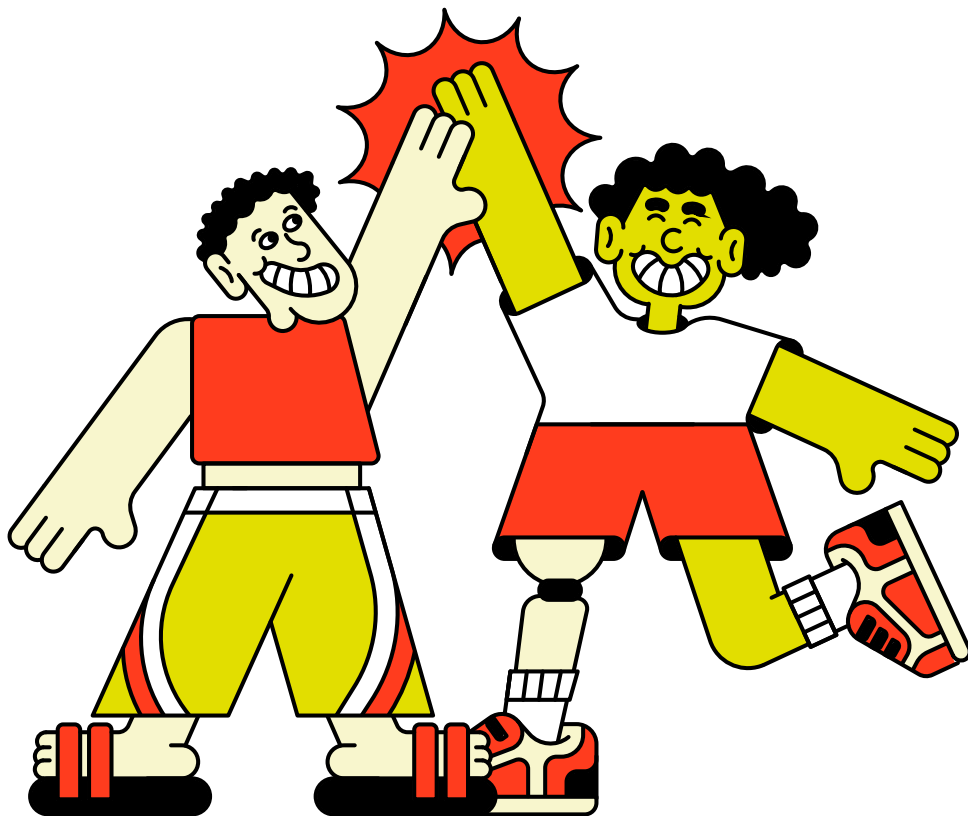


Planning and Designing Inclusively

**Democracy thrives on participation.
Participation is only possible when
barriers are reduced – in physical
spaces, in language, in structures,
and in the way we think.**



**Checklist and Tips
for Inclusive Events**

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Introduction

We believe that Inclusivity is not a service. It is a shared responsibility and a human right. This checklist is a practical tool designed to help put World Design Capital Frankfurt RheinMain 2026 values (Code of Conduct) into practice. It offers guidance for projects of all sizes – from small workshops to large festivals.

We have deliberately kept it simple. Planning with diversity and accessibility in mind can be challenging. Sometimes, removing one barrier may unintentionally create another. And not everything can be addressed at once.

The thematic sections of this checklist are not meant to function as rigid tick-box systems that must be fully completed for every event. Instead, they aim to raise awareness of different types of barriers, to inspire reflection, and to encourage action. They invite you to pause, reflect, and develop sensitivity for different lived realities.

One step at a time. Start with one topic and work through one section at a time. Many small steps, taken together, can lead to meaningful change.

Tip: This PDF is interactive!

→ Click on the underlined text to open links

→ Tick off checklist items

→ Use the text fields for reflection and next steps



Structural and organizational barriers

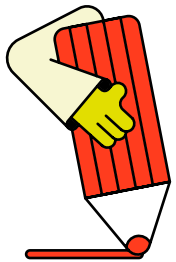
At the very beginning, ask yourself: Who do I actively want to invite to my event? Access to information, spaces, or events rarely happen automatically to everyone – even if your event is interesting or relevant to many people. Sometimes, targeted invitations or additional forms of support are needed for your guests. Also, pay attention to points where people might lose interest due to overload or complexity – whether within your team or among participants of your event.

	yes	no
How do you organize your event?		
<u>Inclusion</u> and accessibility are fixed agenda items in the planning process		
People with <u>diverse identities</u> are <u>involved in planning and decision-making</u>		
Registration processes and invitations are easy to understand		
The medium used for invitations and outreach is reflected upon (digital/print/direct/personal outreach)		
Use of simple or <u>easy-to-understand language</u>		
Invitations go beyond the usual mailing lists*		
Multiple contact options are offered (phone, email, on-site)		
How do you ensure access to your offerings?		
Early communication about spatial accessibility		
Childcare or family-friendly options are considered		
<u>Awareness</u> or <u>support teams</u> are planned and budgeted for		

	yes	no
<u>Volunteers</u> or assistants are booked to support participants		
Programme scheduling allows for sufficient breaks		
Flexible participation options (online/in-person/hybrid)		
Costs, discounts, and reduced fees are communicated transparently		

Helpful tips and tools:

1. *Expand your audience by using mailing lists of associations, initiatives, organizations, and other networks. After researching, invite people either via trusted multipliers or through direct outreach.
2. Bundle clear schedules, checklists, and contact lists for your event helpers into one shared document.
3. Invest in training for your team. For example, workshops offered by Awareness Institut on the topic of awareness and anti-discrimination in the cultural sector.



Which structural barriers exist in your project? Who is not in the room – and why?

Reflection

What structural changes can you implement before the next event?

Next Steps

Socio-economic barriers

Social barriers are often small stop signs related to social status and financial means. To build empathy, try this exercise: give yourself a budget of 5 EUR/6 USD/8 CAD and attend your own event. Plan how you would get there, eat, and return home. Does it work – or would you have to stay at home?

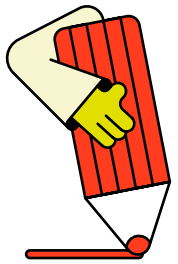
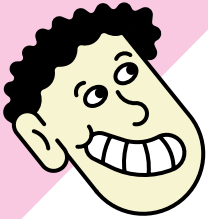
	yes	no
How do you reduce financial barriers?		
Free entry, sliding-scale pricing, or pay-what-you-can models (e.g. solidarity-based pricing systems such as at <u>Mousonturm Frankfurt</u>)		
Free tickets available for selected groups*		
Travel cost reimbursements or ride-sharing options		
How do you create a safe and welcoming environment?		
Community-oriented formats (e.g. <u>Relaxed Performance</u>) instead of purely consumption-driven ones		
Friendly welcome and accessible information is available onsite		
Clear house rules addressing respect and <u>anti-discrimination</u> are outlined (e.g. a <u>Code of Conduct</u>)		
Accessible complaint and feedback options are available		

Helpful tips and tools:

1. *Distribute tickets through partner organizations or associations to offer free tickets to communities – for example via raffles or community-based distribution.

Side note: Engaging young people

1. Actively involve young people in your planning process
2. Be mindful of youth protection and safeguarding requirements
3. Seek input and reflect on your project



How well does your event reach a broad and diverse audience?

Reflection

Which concrete measures are you planning to reduce social barriers?

Next Steps

Identity-based barriers

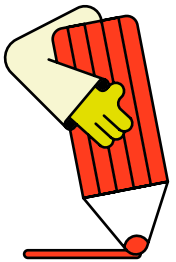
This section invites reflection on questions such as: Who is represented in my programme? Whose experiences, perspectives and lived realities are centred? It can also be helpful to imagine places you personally enjoy visiting – and to consider how that experience might change if, for example, there were suddenly no accessible restrooms available to you.

	yes	no
How do you shape your event's content in a diverse and inclusive way?		
People with different identities are actively involved in planning and implementation (<u>Diversity self-check</u>)		
Topics and formats reflect a range of perspectives and lived experiences		
Content avoids <u>stereotypes</u> or <u>discriminatory representations</u>		
Visual material and language (e.g. clichés, cultural appropriation) are critically reviewed, including on your website		
Moderation is open, respectful and inclusive		
How do you create a diversity-sensitive framework?		
Religious, cultural and national holidays are considered when scheduling		
Vegetarian, vegan and/or halal/kosher food options are provided		
Sanitary facilities are accessible for all gender identities		
Hygiene products are available (e.g. tampons, sanitary pads, disinfectant)		
Changing tables are accessible to more than one gender		
Quiet areas and/or meditation or prayer rooms are available		

	yes	no
How do you protect and support your audience?		
<u>Trigger warnings</u> are provided		
A safety and <u>awareness</u> concept is in place (e.g. designated contact persons in cases of discrimination or harassment)		

Helpful tips and resources:

1. Sensitisation workshops for the team (e.g. with the Dialogmuseum).
2. Support and guidance in cases of discrimination: Discrimination Check.
3. An awareness concept including clearly named contact persons, available digitally and in Easy Language. Example of a trust-based approach: Awareness Institute, Starke Stücke.
4. Creating an awareness kit.



Which cultural perspectives are visible in your programme?

Reflection

Which collaborations or changes will help you open up your event further – to genuinely welcome a broader range of lived realities?

Next Steps

Physical and spatial barriers

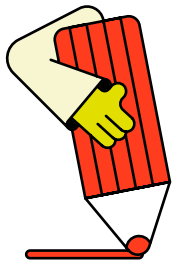
If you are not personally affected by spatial barriers, try to empathize with people for whom you want to create access. Mentally – or physically – follow the entire journey: from arrival at the venue to reaching their seat inside.

	yes	no
How is your venue located?		
Easy to reach location (accessible by public transport, close to a train station, short walking distances)		
Route from public transportation to the venue is without steps, gravel or uneven surfaces		
Clear and easy-to-understand directions are provided		
Dedicated parking spaces are available (costs communicated in advance, if applicable)		
How do you communicate physical barriers?		
Clear signage is available on-site		
A designated contact person available onsite		
How do you reduce barriers within the event space?		
Elevators are at least 1.10 m wide and 1.40 m deep		
Door widths are at least 0.90 m; door thresholds no higher than 2 cm		
Clear, well-lit circulation routes are tactile and/or visually easy to follow		
All spaces are accessible without steps (or clear guidance to step-free routes)		
Surface level differences are compensated with ramps		
Pathways are wide enough for walkers, wheelchairs, prams, etc. (at least 1.20 m)		

	yes	no
Tables and exhibition elements are lowered and/or height-adjustable		
Step stools or small platforms are available		
Flashing lights, heat, and loud noises are communicated in advance or avoided		

Helpful tips and tools:

1. Mobile wheelchair ramps.
2. High-contrast stickers for marking step edges.
3. Tactile floor guidance systems (self-adhesive, e.g. raised dots or ribbed strips).
4. Wayfinding systems using clear pictograms.
5. Small step stools and seat raisers.



Where does the flow break down? Where might people feel uncertain or have to ask for help?

Reflection

What are the next steps to reduce spatial barriers or to provide additional support?

Next Steps

Language and communication barriers

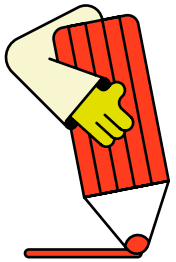
A simple exercise to get started is to take a paragraph from your invitation or event description and translate it into Plain Language. Who feels invited by your first version, and who by the second?

You can also use [Text Simplifier Tools](#).

	yes	no
How do you make your event linguistically accessible?		
Use simple language in programmes, invitations and on the website		
Provide multilingual information (in at least the local language and English)		
Offer and clearly announce interpreting services (sign language, all spoken languages)		
Provide audio guides		
Make reading aids available*		
Offer speech-to-text services or live transcription for talks; subtitles for films		
How do you communicate inclusively?		
Make information available visually (use pictograms and symbols)		
Make information available audibly		
Make information available haptically (Braille)		
Use <u>gender-inclusive language</u>		
Use sensitive, <u>non-discriminatory</u> wording		
Ensure accessible websites and accessible PDFs		

Helpful tips and tools:

1. Translation apps or devices.
2. Pictogram sets for signage.
3. Lists of vetted interpreters.
4. *Sets of Eyewear with different prescriptions available for attendees.



How easy to understand and accessible is your event information at the moment?

Reflection

What linguistic adjustments will you implement for your upcoming or next event?

Next Steps

Good to know: Support organizations and inspiration

Support organizations (Germany):

- [Guide to the General Equal Treatment Act](#)
- [Federal Accessibility Agency \(Bundesfachstelle Barrierefreiheit\)](#)
- [Exzellente Inklusion?](#)
- [Frankfurt Inklusiv](#)
- [Frankfurt Foundation for the Blind and Visually Impaired](#)
- [Frankfurt Foundation for the Deaf and Hard of Hearing](#)
- [Initiative Barrierefrei Feiern](#)
- [Reisen für Alle \(Tourism for All\)](#)
- [Talking Hands](#): symbol cards and digital tools for non-verbal communication

Best practice examples (International):

- [Graeae Theatre Company \(UK\)](#)
- [Theater HORA \(Switzerland\)](#)
- [Microsoft Inclusive Design](#)
- [The Centre for Inclusive Design \(Australia\)](#)
- [The 519 \(Canada\)](#)
- [Language, please](#)

Best practice examples (Frankfurt RheinMain):

- [Atelier Goldstein](#)
- [Dialogmuseum Frankfurt](#)
- [Frankfurt schreibt ein Buch](#)
- [GG VYBE](#)
- [Jewish Museum Frankfurt](#)
- [Künstler*innenhaus Mousonturm Frankfurt](#)
- [Lebenshilfe Frankfurt](#)
- [Schirn Kunsthalle Frankfurt](#)
- [Schlachthof Wiesbaden](#)
- [Starke Stücke](#)



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This checklist was developed in collaboration with Dialogmuseum Frankfurt, Lebenshilfe Frankfurt and Volkshochschule Frankfurt.

Note

This checklist is based on the Checkliste für inklusive Veranstaltungen Chemnitz 2025 and the Checkliste für die Planung von barrierefreien Veranstaltungen der Landesfachstelle Barrierefreiheit. Both were adapted specifically to the context and formats of World Design Capital 2026. The development also considered the Allgemeine Gleichstellungsgesetz (General Equal Treatment Act), UN Convention on the Rights of Persons with Disabilities (German Plain Language version), and the Behindertengleichstellungsgesetz (German Disability Equality Act).

This checklist is a living document. It may grow, change, and integrate new ideas and perspectives. If you have suggestions or additions, feel free to contact us:

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