



UBC Recreation Inclusive Communications Checklist

Language

1. Written materials presented in a clear writing style?
(strongly agree/agree/neutral/disagree/strongly disagree)
1. Slangs and colloquialisms used?
(yes/no)
2. Use of gender specific pronouns?
(yes/no)
3. Is information available in languages other than English?
(yes/no)
4. If unfamiliar with any words/language that is used, please list below
Comments:
5. Are there recommendations on words to use over others?
Comments:
6. Language used is clear that all genders are welcome.
(strongly agree/agree/neutral/disagree/strongly disagree)
7. Language appeals to all genders
(strongly agree/agree/neutral/disagree/strongly disagree)
8. Tone created through language and narratives is inclusive
(strongly agree/agree/neutral/disagree/strongly disagree)
9. Text considers individuals with red/green color blind deficiencies
(strongly agree/agree/neutral/disagree/strongly disagree)



10. Text is written on a colour opposite to the font
(strongly agree/agree/neutral/disagree/strongly disagree)

11. Language used is understandable for an ESL speaker?
(strongly agree/agree/neutral/disagree/strongly disagree)

Imagery

1. Do images depict cultural stereotypes (yes/no) If so, please list.
Comments:

2. Do images depict age stereotypes (yes/no) If so, please list.
Comments:

3. Are there any individuals in the guide/website who are under-represented? (yes/no)
Comments:

4. Does imagery reinforce gender stereotypes? (yes/no) If so, please list.
Comments:

5. Imagery accurately depicts the diversity of our campus community?
(strongly agree/agree/neutral/disagree/strongly disagree)

6. Do images accurately depict the activity photographed?
(strongly agree/agree/neutral/disagree/strongly disagree)

7. Equal representation of males and females in images?
(strongly agree/agree/neutral/disagree/strongly disagree)



8. Do images depict age diversity?
(strongly agree/agree/neutral/disagree/strongly disagree)
9. Are participants from different age groups evenly visible in photographs?
(strongly agree/agree/neutral/disagree/strongly disagree)
10. Do pictures depict diversity in abilities?
(strongly agree/agree/neutral/disagree/strongly disagree)
11. Does imagery promote inclusion of religious beliefs (religious attire)
(strongly agree/agree/neutral/disagree/strongly disagree)

Communications

1. Various methods to promote opportunities for financial assistance are listed? (yes/no)
2. Has a designated contact person been assigned for further questions and inquiries for the respective activity? (yes/no)
3. Has a way to express feedback regarding the quality of the activity been established?
(yes/no)
4. Evidence of equity and diversity goals in the material?
(strongly agree/agree/neutral/disagree/strongly disagree)
5. Suggestions to improve methods of communication?
Comments:



Programming

1. Is there an inclusive way to express feedback in the guide? (yes/no)
2. Is there an inclusive way to express feedback on the website? (yes/no)
3. Is statistical information on the diversity of participants in your program that engage with the content regularly collected? (yes/no). If so, is this data actively used for strategic and outreach efforts?
Comments:
4. Are historically marginalized groups targeted with marketing and promotions? If so, which ones? (strongly agree/agree/neutral/disagree/strongly disagree)
Comments:
5. Has someone from your organization met with community leaders to engage their perceptions of your organizations? (yes/no) If so what has been the feedback?
Comments:
6. Is commitment to inclusion visible for all participants in the facility?
(strongly agree/agree/neutral/disagree/strongly disagree)
7. Is there a sufficient representation of the different groups present on campus?
(strongly agree/agree/neutral/disagree/strongly disagree)
8. Advice from the participants been sought out on how to better provide opportunities for diverse participants in the community?
(strongly agree/agree/neutral/disagree/strongly disagree)