



5 Keys

**to create inclusive, organized,
and equitable events.**

Keep all client notes, and files in one place. Make sure you can access everything from all devices.

Create a team that is truly in alignment with your events purpose.

Curate spaces during your event for purposeful connections to be made.

Ensure diverse representation with your event speakers & talent, and vendors.

Say "no" to anything that is not within your budget.