



GBPFLAG's: Reminders for Event Staff in Creating an Affirming Space for LGBTQ+ People

Here at GBPFLAG we strive to create and foster spaces that are safe and inclusive for all LGBTQ+ individuals. To achieve this, we have provided a list of general points to keep in mind when working an event where LGBTQ+ and gender-nonconforming people will be in attendance. We want everyone to have fun and these reminders serve as simple tips to keep the space inclusive for all. We thank you for your understanding and participation.

1. **Avoid making assumptions** about someone based on how they are dressed.
2. Look to name tags to learn an attendee's name and pronouns, and **follow that**.
3. **Avoid using gendered terms** such as “sir” or “ma’am” that are inherently binary.
4. **Use inclusive language:** Instead of “good evening ladies and gentlemen” — say, “good evening everyone.” Instead of asking, “are you two married” or “is this your wife/husband” try “how did you two meet” or “have you been to this event before.”
5. **Respect privacy** of attendees, and their agency to choose the bathroom that best aligns with their gender identity.
6. If you make a mistake when referring to someone, its considered polite to **correct yourself, and move forward** with the conversation. This shows that you acknowledged the mistake, and learned, rather than elaborating on the mistake.