

# Yes, I Can Do This!

## The World's Most Welcoming Events Pledge



I am a planner, a creator of meaningful moments. I can imagine an event where everyone feels welcome, enjoys participating, and can't wait to return.

To evolve how attendees engage in and experience a future live event, I pledge to create the World's Most Welcoming Events by integrating these helpful tools and tips into my agendas.

### I will (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Host "Know Before You Go" pre-conference calls so attendees feel better prepared going into the event. | <input type="checkbox"/> Use easy-to-understand language when communicating dress codes and include visual examples whenever possible.  |
| <input type="checkbox"/> Design agendas with breaks and reasonable start and end times.   | <input type="checkbox"/> Minimize requirements for attendees to wear specific items—such as branded apparel or costumes—and will make such attire optional whenever possible. |
| <input type="checkbox"/> Coach my speakers to deliver sessions with substance and as advertised.                                | <input type="checkbox"/> Review menus to ensure food is easy to eat, mess free, and inclusive of dietary preferences.   |
| <input type="checkbox"/> Place hosts at strategic locations throughout my venue to welcome people and offer tours.              | <input type="checkbox"/> Send agendas, banquet, and event menus in advance to my attendees.   |
| <input type="checkbox"/> Provide a dedicated quiet zone for events with more than 150 attendees.                                | <input type="checkbox"/> Respect attendees' beverage preferences by offering spirit-free cocktails.   |
| <input type="checkbox"/> Incorporate time for attendees to refresh and reset before evening activities.                         |   |

Thank you for your commitment to host the World's Most Welcoming Events.

Download the WMWE Playbook at [hiltoneventreadyplaybook.com](https://hiltoneventreadyplaybook.com)

If you have questions or want to share additional ideas, contact Toni Zoblotsky at [toni.zoblotsky@hilton.com](mailto:toni.zoblotsky@hilton.com).

Name \_\_\_\_\_

Date \_\_\_\_\_