

# OFF-SITE PROGRAM GUIDELINES

*The guidelines below are intended to help you plan your program from the High Desert Museum.*

*The* **HIGH  
DESERT  
MUSEUM**  
BEND, OREGON

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1. **Changes or Cancellations:** If you must change the date of your program, please contact the Museum immediately at 541.382.4754 ext. 329, so we can reschedule. **Cancellations made less than 14 days before your scheduled program are subject to a \$20 administrative fee, plus 30% of the program fees.**
  2. **Weather Considerations:** In case of inclement weather, check your local news sources. Our policy is that as long as the public schools in your district are operating on schedule, we will arrive as scheduled for your program. If your public schools are delayed or cancelled, please call to reschedule your program for the next available date. **Cancellations which do not meet the above requirements are subject to the fees listed in item 1 above.**
  3. **Check-in:** Museum staff and volunteers will check in at the main office (if applicable) approximately 30 minutes prior to the program. Please leave instructions pertaining to the room in which the program(s) will take place, and the best place for our staff/volunteers to unload supplies.
  4. **Setup:** You are responsible for supplying the location for the program and making sure that no other functions will interfere with the presentation. We require that multiple presentations of the same class be held in the same room. It is preferred that students are cleared from the area prior to the program time in order to assure a smooth set up, as well as break-down time following the program. For specific setup instructions, refer to your Teacher Packet.
  5. **Fees:** If you are paying by check or cash, please have the exact amount available to give to the Museum staff at the time of your program. If you will be billed and have special requests, please make us aware of them in advance.
  6. **Nametags:** Please prepare nametags for students and adults. This really helps our instructors and volunteers.

*Thank you and we look forward to visiting your class soon!*