

The **HIGH**
DESERT
MUSEUM
BEND, OREGON

OFF-SITE PROGRAM GUIDELINES

These guidelines are intended to help you plan for your Discovery Class visit from The High Desert Museum. Please call (541) 382-4754 with any specific questions or concerns.

Changes or Cancellations: If you must change the date of your visit we ask that you contact the Museum immediately at (541) 382-4754. Please note that various program changes and cancellations may be subject to administrative fees.

Weather Considerations: If there is a problem regarding winter weather conditions, we will contact you to adjust our mutual schedules accordingly. It is assumed that if public school busses are running on regular schedules, there will be no delays with our program at your location.

Check-in: Museum educators and staff will notify the school's main office upon arrival. Please leave any instructions or information pertaining to the visit with the main office.

Setup: You are responsible for supplying the location for the program and making sure that no other functions will interfere with the presentation. We ask that multiple presentations of the same class be held in the same space. 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.

Chaperones: We always encourage adult participation to lead small group discussions or activities. Please feel free to invite chaperones to join our Discovery Class at your location.