



Museum of Art and History

Discover Trunk Program: Guidelines and Expectations

In an effort to make the Discover Trunk program the best it can be, the Education Team at the Museum of Art and History outlines the guidelines and expectations for MOAH Staff, Students/Participants, and the Primary Contact/Site Host before and during each Discover Trunk booking. These points are shared with the Primary Contact/Host for each scheduled presentation.

MOAH staff reserves the right to prematurely end a Discover Trunk presentation in the event that Students/Participants or the Primary Contact/Site Host are not adhering to the Guidelines and Expectations listed below.

For more information, please reach out to the Education Team at (661) 723 -6085 or MOAHeducation@cityoflancasterca.gov.

Museum of Art and History Staff

- Respond to emails and phone calls in a timely manner prior to the presentation date. (Please note: MOAH staff do not have work cell phones. Once staff leaves to travel to a presentation site, they cannot be reached through the phone number listed above.)
- Arrive on-site at least 10 minutes before the presentation time.
- Keep the presentation duration within the allotted booking time.

Students/Participants

During Discover Trunk presentations, students/participants are expected to:

- Keep voices off, ears open.
- Raise their hand if they have questions.

- Keep their hands to themselves unless a MOAH staff member gives them permission to touch Trunk items.
- Stay seated during the presentation.

Primary Contact/Site Host

- Before the Discover Trunk presentation, the Primary Contact/Host is expected to share the Guidelines and Expectations with the students and other adults participating in the presentation.
- Hosts must be present for the duration of the presentation. The host helps supervise the students/participants and helps with noise - and crowd-control while MOAH staff present the Discover Trunk.
- In the event of a cancellation, email the MOAH Education team at: moaheducation@cityoflancasterca.gov at least 48 hours prior to the original booking. MOAH Education staff can reschedule the Discover Trunk presentation for a later date, if requested.