



Organization: _____ Date of Off-Site Visit: _____

The Neon Museum 2025-2026 Off-Site Field Trip Agreements

Thank you for booking an off-site field trip with The Neon Museum. Please initial next to each policy that you acknowledge and will follow the policies.

Host Organization Agreements:

Technical Requirements:

- A working projector OR a TV with HDMI input that can successfully connect to a laptop.
- Functional audio capability (please let us know if audio is not available).
- Strong and reliable guest Wi-Fi access for presenter use.

Setup Requirements:

- A table for The Neon Museum team to display program materials, optional guides, and swag.
- Seating and space for a laptop at the front of the room for the presenter.
- A microphone, if the space requires one. If a microphone is not available, please let us know in advance.

Confirmation and Rescheduling:

- Final confirmation of visit details is required at least one week before the scheduled date.
- Rescheduling may be possible with at least one week's advance notice, pending availability.

Thank you again for hosting The Neon Museum at your facility! Please sign below to acknowledge you have **read, understand, and agree** to The Neon Museum Host Agreements.

If you have any concerns or limitations, please communicate them with our team as early as possible so we can work together to adjust if needed. We look forward to collaborating with you!

Chaperone Printed Name: _____

Date: _____

Chaperone Signature: _____