



Thank you for choosing to visit The Bakken Museum! We look forward to hosting an inspiring experience for you and your students. The following is a list of recommendations that will ensure that your visit goes smoothly.

NEXT STEPS

- Review your confirmation letter for your total fee and registration information.
- Contact The Bakken Museum with updated student numbers and request a new invoice if numbers have changed.
- Submit your invoice to your school or district office.

PAYMENT POLICIES

- Changes can be made to your reservation up until 20 business days before your first scheduled field trip date. After that, the invoice becomes a final contract between your school/district and The Bakken Museum.
- Changes to your reservation must be made in writing by emailing the Onsite Education Programs Manager, André Phillips, phillips@thebakken.org.
- Payment for your full invoice amount is **required** no later than your arrival time at The Bakken Museum the morning of your visit unless other arrangements have been made in advance with the Onsite Education Programs Manager, André Phillips. **A late processing fee of \$50 will be added to the outstanding invoice if payment isn't made upon arrival.**
- Refunds will not be given if fewer participants attend than were registered.
- Field Trip cancellations made less than 20 but more than 10 business days before the scheduled field trip date will be charged a late cancellation fee of \$100 if we are unable to fill your vacancy from our waiting list.
- Field Trip cancellations made less than 10 but more than 5 business days before the scheduled field trip date will incur a penalty of 50% of the invoice total.
- Field Trip cancellations made less than 5 business days before the scheduled field trip date will incur a penalty of 80% of the invoice total.
- No shows incur a penalty of 100% of the invoice total.
- Each class may bring 1 teacher, 3 parent chaperones, and paraprofessionals as needed. Additional adults will not be permitted without special permission from the Onsite Education Programs Manager, André Phillips.
- If you have questions, email André Phillips at phillips@thebakken.org



ARRIVAL

- Buses must drop off and pick up students at the **36th Street entrance**.
- Please **do not** go to our Zenith Avenue entrance.
- Please **do not** allow your bus driver to attempt to enter our Zenith Avenue parking lot.
- Please remain on the bus until a Bakken representative comes to greet you.

LUNCH

- Please bring your own food and beverages as there are very limited food or drink concessions available on-site.
- Lunches should be labeled with student's name and grouped together in boxes or grocery bags labeled with school and teacher name.
- Please do not bring food that requires refrigeration or heat.

TEACHERS

- Be prepared to split your class in half for *guided* exhibit tours (maximum of 14 students/group).
- Please have your students wear name tags.
- Do any of your students have implanted medical devices? Please let us know and inform the student and his/her family that, even though most electromagnetic fields in the environment will rarely affect the function of an implanted device, it is recommended you keep any item containing magnets at least 6 inches away from the device.

MUSEUM STORE

- The museum store is closed to field trips.

TRAVELING TO THE BAKKEN MUSEUM

- Interstate 35W:** From Interstate 35W, exit at 35th Street/36th Street. Turn left on 35th Street (a one-way). Follow 35th Street to Nicollet Avenue, turn left. Go one block to 36th Street, turn right. Follow 36th Street until you reach the stoplight at East Bde Maka Ska Parkway (the lake will be in front of you), turn left. Follow East Bde Maka Ska Parkway until you reach the first stoplight at West Bde Maka Ska Parkway, turn right. Follow West Bde Maka Ska Parkway to 36th Street, turn left. The Bakken Museum's main entrance faces 36th Street. **Buses must drop off, park, & pick up on 36th Street on the SOUTH side of the building.**
- Western Suburbs:** From the western suburbs, follow Excelsior, Wayzata, or Minnetonka Boulevard (Highway 3, 5 or 7) east to Minneapolis and merge right as these streets join with West Lake Street (near Bde Maka Ska). Follow West Lake Street until you reach the first stoplight at West Bde Maka Ska Parkway, turn right. Follow West Bde Maka Ska Parkway to 36th Street, turn right. The Bakken Museum's main entrance faces 36th Street. **Buses must drop off, park, & pick up on 36th Street on the SOUTH side of the building.**
- Interstate 94:** From the north, take Interstate 94 south, exit at Hennepin Avenue (south). Follow Hennepin Avenue until you reach Lagoon Avenue, turn right. Follow Lagoon Avenue as it joins with West Lake Street (near Bde Maka Ska). Follow West Lake Street to West Bde Maka Ska Parkway turn left. Follow West Bde Maka Ska Parkway to 36th Street, turn right. The Bakken Museum's main entrance faces 36th Street. **Buses must drop off, park, & pick up on 36th Street on the SOUTH side of the building.**

