BIRTHDAY PARTIES AT THE BAKKEN MUSEUM
TIPS & REMINDERS FOR A SUCCESSFUL BIRTHDAY

Party Format:
We suggest that your group arrive no more than 10 minutes prior to your party. The Bakken staff will have the room ready to go upon your arrival. Due to the length of timed demonstrations and activities, the party will start promptly at the designated time. Any delay might result in loss of demonstration or activity time.

- **25 minute** facilitator-led demonstrations and activities
- **15 minute** facilitator-led take-home project
- **20 minute** guided museum time
  - The facilitator will walk with your group to multiple available exhibits and Science Studio. Chaperones are responsible for helping facilitate museum appropriate behavior amongst the group while in the exhibits spaces. We have many priceless artifacts on display and require all guests to both respect the museum space as well as other museum guests.

- **20-30 minutes** for cake/food/presents time
  - The chaperones and adults are responsible for the party at this time. There will still be museum staff in the room, but will not be facilitating any activities.

Adults and Chaperones:
To make the party as successful as possible, we require assistance from all adults in attendance. Adults are asked to:

- **Be present at all times** – adults and chaperones should not be leaving the facilitator alone.
- Familiarize themselves with the layout of West Winds to escort children to and from the bathrooms, if necessary.
- Lead by example by following instructions given by the facilitator during demonstrations.
- Ensure all children stay in the party room, unless accompanied by a Bakken staff member or chaperone.
- Maintain museum appropriate behavior amongst the group while in the exhibits spaces.
  - This includes but it’s not limited to: no horseplay, no running, no yelling, playing with hands-on exhibits only in the way they are meant to be used, and no food or drinks outside the classrooms.
- Supervise all party guests during cake/food/presents time.
  - We provide 1 LED blow-out candle for your use.
- Assist with departure by gathering all belongings at the designated end time.

Arrival and Departure
The host family may arrive no more than 10 minutes prior to the party’s start time. The host family has 10 minutes after the party end time to gather their belongings from the room. The Bakken staff will promptly start cleaning and preparing the room for its next use.

Other
During the 2020 renovation, all birthday parties are hosted in the West Winds mansion, either in the Franklin Room, the Franklin Room + Reading Nook, or the Great Hall. Museum exploration will take place in the available exhibits, and Science Studio.