

TIME CAPSULE SUBMISSION GUIDELINES

Deering 250th Anniversary Time Capsule — To Be Opened in 2051

The Town of Deering invites residents of all ages to contribute to our 250th Anniversary Time Capsule. This capsule will be sealed in 2026 and opened in 2051, offering future residents a window into who we were and what mattered to us.

To help ensure the capsule is meaningful, safe, and archivally sound, please follow the guidelines below.

1. Who May Contribute

All Deering residents, families, community groups, businesses, and students are welcome to participate.

Each contributor may submit **one item** responding to **one of the three official prompts**.

2. Choose One Prompt

Please select **one** of the following prompts for your submission:

1. **Reflective:**
Share something small that captures what life in Deering feels like for you in 2026 — a short note, a photo, or a small object that reflects your everyday world.
 2. **Descriptive:**
Include a snapshot of Deering today — a photo, a menu, a map, a ticket stub, or another small item that shows what our town looks like, values, or enjoys right now.
 3. **Future-Focused:**
Write a brief message to the people who will open this capsule in 2051. What do you hope they'll know, remember, or continue about Deering?
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3. Size Guidelines

To ensure all submissions fit safely inside the capsule:

- Items must be **small enough to fit in your hand**
 - Maximum size: **6" x 6" x 2"**
 - Written submissions should be **one page or less**
 - Photos should be **4x6 or smaller**
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4. Material Guidelines

To protect the capsule and its contents:

Allowed materials:

- Paper, photos, postcards
- Small objects made of wood, fabric, plastic, or stainless steel
- Printed materials (menus, maps, brochures)
- USB drives or SD cards (town will store them in archival sleeves)

Not allowed:

- Food, liquids, plants, seeds, soil
 - Batteries, electronics with power sources
 - Magnets
 - Anything with strong odors
 - Perishable or degradable materials (rubber, foam, untreated leather)
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5. Content Guidelines

To keep the capsule appropriate and inclusive:

- No political campaign materials
 - No personal identifying information about minors
 - No copyrighted media unless you created it
 - No offensive, discriminatory, or inappropriate content
 - Submissions should reflect **life in Deering**, not national issues
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6. How to Submit

- Complete the **Time Capsule Submission Form** (below)
- Place your item and form in a sealed envelope
- Drop off at **Deering Town Hall** during regular business hours
- Deadline: **September 17**

Deering 250th Anniversary Time Capsule — Contributor Form

Contributor Name: _____

Address (optional): _____

Email or Phone (optional): _____

Age (optional): _____

Select Your Prompt (choose one):

☐ **Reflective** — Something that captures what life in Deering feels like for you in 2026

☐ **Descriptive** — A snapshot of Deering today

☐ **Future-Focused** — A message to residents in 2051

Describe Your Item (1–3 sentences):

Why Did You Choose This Item? (optional):

Material Check (please confirm):

☐ My item fits within the size guidelines (6" x 6" x 2")

☐ My item contains no food, liquids, batteries, magnets, or perishable materials

☐ My item complies with the content guidelines

Contributor Signature: _____

Date: _____