

COMMUNITY TIME CAPSULE GUIDELINES

Help us create a snapshot of our community during America's 250th anniversary!

As part of Moments That Made Us, the Center for Arts & History invites visitors to contribute memories, messages, photographs, and small keepsakes that reflect life in 2026.

Community contributions will be accepted beginning August 1, 2026, during Savoring Our Stories, and will continue through the close of the exhibition on September 12, 2026. After the exhibition concludes, the Community Time Capsule will be sealed and preserved by the Center for Arts & History as a record of this moment in our community's history.

What Can Be Submitted?

We welcome:

- Handwritten letters, notes, or memories
- Drawings and artwork
- Copies of photographs
- Postcards, ticket stubs, brochures, and other paper ephemera
- Small keepsakes that represent everyday life in 2026

Contributions should reflect life in 2026, the Lewis-Clark Valley, Idaho, or America's 250th anniversary.

Contribution Requirements

Please ensure submissions are:

- Small enough to fit comfortably inside the 11" x 11" x 4.5" wooden time capsule box
- Clean, dry, and in good condition
- Family-friendly and respectful

Please do not include:

- Food, beverages, liquids, or perishable materials
- Plants, animals, hazardous materials, or sharp objects
- Electronics or batteries
- Valuable or irreplaceable personal items
- Illegal, offensive, defamatory, or otherwise inappropriate materials

Protect Your Privacy

Please do not include personally identifiable information (PII), including:

- Home addresses
- Phone numbers
- Email addresses
- Social Security numbers
- Financial or medical information
- Passwords or other sensitive details

If you choose to sign your contribution, we encourage you to use only your first name or initials.

Before You Submit

Please keep in mind:

- Submit copies rather than original photographs or important documents.
 - Children under 18 must have permission from a parent or legal guardian before contributing.
 - Contributions may be viewed by museum staff and visitors before the capsule is sealed.
 - Due to limited space and preservation considerations, the Center for Arts & History cannot guarantee that every submitted item will be included in the sealed Community Time Capsule.
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Submission Review & Agreement

The Center for Arts & History reserves the right, at its sole discretion, to decline or remove any submission that does not align with the exhibit's purpose, or that contains content that is offensive, discriminatory, defamatory, or otherwise inappropriate for a public, family-friendly venue. Submissions do not necessarily reflect the views of LC State or the Center for Arts & History.

By submitting an item, you agree that:

- Your contribution is donated to the Center for Arts & History's Community Time Capsule and will not be returned.
- The contribution becomes property of the Center for Arts & History.
- You grant the Center for Arts & History a non-exclusive, perpetual, royalty-free license to photograph, reproduce, display, publish, and otherwise use your contribution for educational, promotional, archival, and exhibition purposes.
- The Center for Arts & History will determine the future care, storage, preservation, display, and access of the Community Time Capsule.

Thank you for helping preserve today's stories for future generations.