



# City of Tustin 2022 Veterans Memorial Time Capsule Official Submission Guidelines



## **Purpose**

The purpose of this document is to set guidelines for which items to be considered for inclusion in the City of Tustin 2022 Veterans Memorial Time Capsule. The City of Tustin Parks and Recreation Department will make the final selections, which will be based on space and the suitability of materials.

## **Mission**

The primary mission of the Veterans Memorial Time Capsule is to honor and remember the citizens of Tustin who have served in the Armed Services of the United States. The secondary mission of the time capsule is to preserve a snapshot of life in Tustin in the year 2022.

## **Veterans Submissions**

Each Veteran is allowed one submission. A family is allowed to submit on behalf of a Veteran in their family. The submission should include the following:

1. A photograph of the Veteran during their service, preferably in uniform.
  - a. The City of Tustin will scan and reprint the photograph on archival quality paper.
  - b. Digital photographs will be accepted and printed by the City on archival quality paper.
  - c. On the back of the photograph, write the Veteran's name, the date the photo was taken, as well as anyone else's name who is also in the photo.
2. A photograph of the Veteran after services.
  - a. The City of Tustin will scan and reprint the photograph on archival quality paper.
  - b. Digital photographs will be accepted and printed by the City on archival quality paper.
  - c. On the back of the photograph, write the Veteran's name, the date the photo was taken, as well as anyone else's name who is also in the photo.
3. (Optional) One (1) typed page, front and back, answering the following questions:
  - a. Please describe your service in the Armed Forces.
  - b. What is the biggest life lesson you learned while in the Armed Services?
  - c. What have you done after your time in the Armed Services?
4. (Optional) Each Veteran can submit one Challenge Coin with their submission.

## **Snapshot 2022 Submissions**

Organizations and Individuals are allowed one submission. One (1) artifact/item per submission.

### **Suggestions for Submission**

1. Group photo (I.E., a school class photo, all the employees of a business, or all the volunteers of an organization)
2. Photo of a prominent building
3. Interview of people explaining what your organization does
4. Items of historical significance in Tustin such as photographs, videos, and typed or handwritten documents, logo items, technology, and art.
5. Items and information about Tustin organizations such as:
  - a. Public and private schools
  - b. Churches
  - c. City of Tustin
  - d. County, State, and U.S. elected officials representing Tustin
  - e. Government entities
  - f. Local hospitals and physician groups
  - g. Businesses
  - h. Nonprofit organizations
  - i. Clubs and organizations
  - j. Military related organizations

### **Do Not Submit**

1. Personal letters
2. Forms with blank spaces for answers
3. Items in poor condition
4. Weapons
5. Illegal substances

### **Submission Requirements**

1. Submissions must be able to fit into the ten (10) inch opening of the time capsule. Please remember space is limited, and there is a preference for smaller items.
2. Photos and written/printed documents.
  - a. Submit originals.
  - b. Must be printed on archival quality paper. If not printed on archival quality paper, the City will scan and reprint the submission on proper paper.
3. Identify names of persons in photos for historical preservation.
4. Describe the significance of the artifact for a future someone who might not know the purpose or meaning of the artifact.

5. Submissions become the property of the City of Tustin; unless otherwise arranged
  
6. Type of material not allowed:
  - a. Polyvinyl acetate (PVAC or PVC), including plastic food wrap
  - b. Newspaper
  - c. Rubber
  - d. Wood
  - e. Wool

### **Submission Deadlines**

Submissions must be submitted to Tustin Parks and Recreation Department at Tustin City Hall (300 Centennial Way) by 5:00 pm on October 21, 2022.