



2026 WEST WINDSOR TIME CAPSULE

On July 4, the nonprofit [Historical Society of West Windsor](#) will bury a **time capsule** at the [West Windsor History Museum](#) to be opened in **2076**. We invite all **current and former West Windsor-Plainsboro residents and West Windsor businesses and community groups** to offer items for inclusion! But there's limited space, so our judges will decide what's accepted. **Submit this form by the deadlines on the next page for consideration**. Small, durable items are ideal. You may propose as many items as you want with one form. If accepted for inclusion, we'll reach out to coordinate item drop-off (if you haven't already sent us the items), and, if you want, place your name in the capsule. If rejected, you can request item returns. [Click here for the time capsule product we may use](#) (interior dimensions: 19.75" x 15.95" x 8.75" but product is subject to change).

What are we looking for? To be strong candidates for inclusion, items...

- **Must be small.** We suggest the size of a 12-oz. soda can or smaller. If an item is too large, we may reject it.
- **Must last 50 years in a buried container.** Consider air moisture & temperature, for instance. See rubric below!
- **Must** relate to West Windsor or WW-P schools.
- Should capture a snapshot of modern life.
- Should reflect everyday local life, major local events, or local 250th year celebrations.
- Should add a diverse, unique new perspective.
- Should reflect more than just your personal life or specific family situation.
- Should be easy to understand in 2076.

Here are just a few examples of *many* possible items. This list is far from complete; be creative!

- Transit (Princeton Jct. train pass, etc.).
- Landmark (image of park, structure, road, river, etc.).
- Schools (class photo, club item, report card, etc.).
- Community group (event flyer, Scout patch, sports team medal, religious item, etc.).
- Business (receipt, menu, branded merch, etc.).
- Letters (reflections on West Windsor life in 2026, predictions for future residents, etc.).
- Souvenir from local 250th year celebrations.
- **And much more – ironically, think outside the box!**

Here's our scoring rubric. Only judges will know the final scores.

CRITERIA	DESCRIPTION	SCORE RANGE	WEIGHT
Small	Small and spatially fits with items we've already accepted.	If unfulfilled, we'll likely reject the item.	
Durable	Lasts 50+ years. Please consider durable materials. If you must use paper, acid-free is preferred. Encase paper/cloth (ex: sealed polyester envelope).	0 (unfulfilled) to 5 (fulfilled)	x 5
Local	Strongly relates to West Windsor or WWP schools.	0 (unfulfilled) to 5 (fulfilled)	x 4
Current	Captures this moment in time - aim for the 2020s.	0 (unfulfilled) to 5 (fulfilled)	x 3
Relevant	Reflects everyday local life, major local events, or local 250 th celebrations.	0 (unfulfilled) to 5 (fulfilled)	x 3
Unique	Adds a unique, diverse perspective.	0 (unfulfilled) to 5 (fulfilled)	x 2
Breadth	Broader relevance than just your personal or family life.	0 (unfulfilled) to 5 (fulfilled)	x 2
Clarity	Easy to understand when time capsule is uncovered in the year 2076.	0 (unfulfilled) to 5 (fulfilled)	x 1

COMBINED TOTAL = SUM OF [CRITERIA SCORE MULTIPLIED BY CRITERIA WEIGHT].

Combined Total of 70 to 100 = strong contender for inclusion; 50 to 70 = good contender; less than 50 = likely reject.

2026 WEST WINDSOR TIME CAPSULE SUBMISSION FORM

Instructions: Submit this completed form (**print clearly; please no cursive**) using one of the following four (4) delivery options. Please also send us the item (preferred) or at least an image of the item, to help us decide if it will fit spatial/content criteria.

- **Option 1:** Mail by **June 14** to our PO box: **331 North Post Road #774, West Windsor, NJ 08550**.
- **Option 2:** Drop off at our May 3 or June 7 Museum Open Houses or our May 2 or June 6 Community Booths ([click here for our events calendar, which has more info on those events](#)).
- **Option 3:** Drop off at **2 Sleepy Hollow Lane, West Windsor, NJ 08550**, most days until **May 30** - yes, May 30 for this specific option since we can't take drop-offs at this specific address after that date. If you opt for this delivery option, **Please email us at westwindsorhistory@gmail.com first**, before you drop items off, to coordinate exact drop-off date/time.
- **Option 4:** Email us by **June 14** at westwindsorhistory@gmail.com

NOTE: WE MAY REJECT LATE SUBMISSIONS. THIS FORM'S PURPOSE IS ONLY FOR US TO CONSIDER ITEMS IN THE FIRST PLACE. IF WE RECEIVE AN ITEM THAT DOESN'T AUTOMATICALLY MEAN WE'LL ACCEPT IT. WE HAVE TO JUDGE IT FIRST.

Name (first & last): _____

Email and phone number: _____

Describe your item(s) (i.e., what they are, dimensions, material, how you'll ensure durability, etc.): _____

How will your item(s) fulfill the time capsule's criteria? _____

Sign to confirm that you're a current/former West Windsor-Plainsboro resident or West Windsor community group/business AND that if we accept your item(s), you relinquish all rights to said item(s) to us and expect no compensation in return.

Print name (first & last)

Signature, or, if under 18, signature of parent/guardian

Print name of parent/guardian (if under 18 years old)

Date (MM/DD/YYYY)