



Time Capsule Donation

The City of Lilburn is creating a time capsule to commemorate the opening of the new Lilburn City Hall-Library at 340 Main St. Individuals and organizations throughout the community are invited to contribute memorabilia for possible inclusion. The contents of the capsule will reflect the accomplishments, values, and traditions of Lilburn residents at this time. When it is opened in 50 years, it is our hope that future Lilburn residents will be united by a shared sense of community identity.

Deadline for donations

Saturday, Oct. 29, 2016. The open house at the new Lilburn City Hall on Saturday, Oct. 29 from 10 a.m. to 12 p.m. will be the last opportunity to submit items and view the contents of the time capsule before it is sealed.

Where to bring items

(Until Oct. 14) Lilburn City Hall, 76 Main St.

(On or after Oct. 19) Lilburn City Hall-Library, 340 Main St.

Items will be accepted at the reception desk on the first floor from 8:30 a.m. to 5 p.m., Monday through Friday. To arrange an alternate time for delivery, please contact the time capsule coordinator, Nikki Perry, at 678-551-1196 or nperry@cityoflilburn.com.

Acceptable types of items

Materials that will last:

Cotton and polyester
Acid-free paper using archival quality ink or pencil
Wood
Glass, pottery and ceramics
Nonferrous metals (copper, brass, gold, stainless steel)
Electronics without batteries

Materials that will not last:

Silk, wool, and nylon
Batteries
Newspaper and photos
Rubber
Food
Leather

The time capsule is a large safe that will reside in the clock tower of the City Hall-Library. Items that cannot be included due to size, material, or other considerations will be returned to the donor.

Questions

Time capsule coordinator: Nikki Perry, 678-551-1196, nperry@cityoflilburn.com



Time Capsule Donation

Applicant Information

Name of person or organization: _____

If organization, name of contact person: _____

Address: _____ Phone: _____

Email: _____

Donation Information

Description of the item(s) donated: _____

What are the item(s) made out of? _____

Why are these items important to you or your organization? _____

Donor Signature: _____ Date: _____

Date Item Received by Time Capsule Coordinator: _____

Time Capsule Coordinator Signature: _____

Date Item Returned to Donor: _____

Time Capsule Coordinator Signature: _____

Donor Signature: _____