



Time Capsule

Donation Submittal Form

Donation Guidelines

1. Complete information below.
2. Paper documents must be, 1-page maximum; no cover page. Standard white paper and typed or printed, no email entries accepted. Physical items for submission need to be small in size and must reflect our Community today in 2015.
3. Items will be subject to review by the City Clerks office and Time Capsule Project team. All items will be returned if not selected for use. Decision of the project team will be final. If your donation is accepted, items will be announced on the City Website, oakcreekwi.org, and will be displayed at City Hall for the month of April. Contributors will be invited to attend the Time Capsule Ceremony.
4. **Deadline for entries is Tuesday, March 31 at 4:00 p.m.** at the City Clerk's office. No exceptions will be made.

Submitter Information

Name: _____ Date: _____

Organization name, if applicable: _____ Alt. Contact: _____

Phone No.: _____ Alt. Phone No: _____

Address: _____

Email: _____

For City Clerk Use Only

Date Received: _____ Received by: _____

Judge Rank: _____ Winner Yes/No: _____

Return entry to:

Oak Creek City Hall
Catherine A. Roeske, City Clerk
8640 South Howell Ave.
Oak Creek, WI 53154