company

The Coronavirus Time Capsule

A week-by-week response to the pandemic, through the eyes of teenagers everywhere.

A blueprint for youth theatres, schools and youth groups, created by Company Three.

The Coronavirus Time Capsule is a free project that anyone can do, with any size group and on any timescale. You can adapt it in any way you like.

Version 12.0 | 12 June 2020

Please share your work using the hashtag #CoronavirusTimeCapsule

How to credit us
This project is entirely free and there is no licence required. We would be grateful if you could include the following credit on any material related to this project.

The Coronavirus Time Capsule is a project for groups of young people everywhere, created by Company Three. See www.companythree.co.uk/coronavirus

www.companythree.co.uk | @company_three

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Week by Week

About the project

The Coronavirus Time Capsule is a new project by Company Three - a response to the global COVID-19 pandemic. We are doing it because we think it is essential that we continue to offer the teenagers we work with support, connection and a space to be creative.

We have written this Blueprint as a free resource for other youth theatres, educational institutions, student drama groups, amateur companies and community-arts projects who have closed because of the coronavirus.

We are inviting groups everywhere to make their own video Time Capsule, an expression of what it is like to be a teenager during the pandemic.

This blueprint will set you up to start making a Time Capsule with your group – and every week we'll be producing online resources to inspire and generate content from them. You can use these, or create your own.

We want to use this opportunity to connect with groups working with young people at a time of global crisis. We hope by all doing the project together we will better support our group members and ensure that teenagers are heard during this emergency.

This project is intended for teenagers and all the materials and resources are designed for this age group. If, however, you're working with a different group of people, please feel free to adapt them in whatever way you like to suit their interests and needs.

The Coronavirus Time Capsule is being developed and distributed in association with our publishing partner, Nick Hern Books, who also publish and license our play Brainstorm and its accompanying Blueprint: www.nickhernbooks.co.uk/brainstorm

About Company Three

Company Three is a theatre company of seventy-five young people led by a team of professional theatre-makers, based in Islington, North London, in the United Kingdom. We exist to give teenagers the space to tell their own stories and create their own change.

During the pandemic, we are adapting our work in three key areas to make sure we continue to create a world in which teenagers are listened to, understood and celebrated.

> We are **supporting our young people** through online meet-ups, phone check-ins and signposting to external support.

> We are **making work that helps teenagers express themselves** by creating our own online Coronavirus Time Capsule.

> We are **openly sharing our practice** by making this blueprint and the resources that support it.

Find out more about our work at www.companythree.co.uk

> "A remarkable theatrical act of optimism by a bunch of funny, fearless and utterly engaging teenagers."
>
> - Lyn Gardner on Everything

What is the Coronavirus Time Capsule?

The Coronavirus Time Capsule is a way of recording teenagers' experiences during the global coronavirus pandemic and shutdown.

It is a cumulative project. Each week individual young people respond to a Topic (things like Home Life, or Education, or Boredom) and make a fifteen-second video. These are then collated and edited together by a group leader (you or a colleague).

The same process happens every week, with the new videos added on to the original ones, so that the Time Capsule gets longer and develops as the shutdown continues and evolves.

Each group will make their own Time Capsule. We're inviting everyone to publish their group's Time Capsule every Friday. If you can't do one every week, that's fine, you could do one every fortnight, or just whenever you can. You can choose to publish your Time Capsule internally (e.g. in a closed Instagram account or privately on YouTube) or externally online.

We think people should listen to teenagers, so the more public videos, the better – but it's up to you and it may depend on the group you are working with.

Each group will make and distribute their own Time Capsule, but eventually we hope to find a way to collect them all together in one place, as a way of marking and remembering this extraordinary period in our shared history.

Everything
The Coroanvirus Time Capsule is inspired by a new play that we have been making called Everything. In Everything a group of teenagers create a time capsule live on stage as a response to global uncertainty and climate emergency.

We are still hoping to stage the play, with other youth theatres making their own versions alongside ours, later on in 2020.

> **Update V4.0** As the project has progressed, we have learnt that different Topics require different lengths of video response from our group members. Fifteen seconds is a rough guide to how long each participant's film should be, but it varies week to week.

Social Media

We'll be talking about the Coronavirus Time Capsule on Twitter (@company_three), Instagram (@companythree) and Facebook (Company Three). When you are posting your Time Capsules or talking about the project, please tag us and use the project hashtag.

#CoronavirusTimeCapsule

The basics

To make a Coronavirus Time Capsule, you will need:

- A group of teenagers (any age, any size of group – though if you have a lot of people you might want to make more than one Time Capsule or it'll get very long).
- A way of connecting with your group while you're isolated (we're using phone calls, texts, WhatsApp, Instagram and Zoom).
- A way for your members to send you the videos (email, WhatsApp, Dropbox, etc.).
- Someone who can edit videos at a basic level and upload them to the appropriate place online to be watched and shared amongst the group – and, if you want, a wider audience.

How it works

You can run this project however you like, but this is how we're doing it:

Every Monday we will release a Topic for the week on our website.
This might be a word, an idea, a provocation or a question.

We'll also release some videos made by different artists setting out a technique or challenge that young people might want to use to respond to the Topic.

On Tuesday and Wednesday each individual makes their fifteen-second video.
You might want to support them through online group workshops, messages or phone calls.

By Thursday all the videos should be sent to the group leader editing them together. With short videos it should be fine to email these without losing quality or you could send a link to a Dropbox folder. It may also be possible to send them by text message or WhatsApp.

The video will be edited in two forms:
- The video for that week as a standalone video.
- The whole cumulative video for anyone who wants to watch it all from the start.

Every Friday we'll release the video online.

We'd love everyone to release their video on a Friday, to amplify what we're doing. If you need to work to a different schedule, that's absolutely fine - go at your own pace and release when you like.

Resources and support

Every week, we'll release new resources - videos and activity plans - to support everyone who is making the Coronavirus Time Capsule. We'll also update this Blueprint with the latest activities and ideas and share information through WhatsApp groups and emails. We want this to be a collaborative project that all participating companies can help shape as the shutdown develops.

Making individual videos

Every week each person involved in the project should create a fifteen-second piece of video.

A video could be a performance, a poem, a scene, a piece of movement, a puppet show, an animation, a speech – anything! There's a huge list of potential ideas in the resource section on our website.

Each video should be:
- About fifteen seconds long, depending on the Topic and task.
- A little piece of art – something considered and crafted.
- Created only out of the things you have around you (i.e. shouldn't have external video edited into it).

Videos can:
- Be a result of a collaboration between two or more group members.
- Include another person, so long as it doesn't contravene your safeguarding policy (e.g. a younger sibling shouldn't be filmed without explicit parental permission).
- Be an expressive or unexpected response to the Topic – the more individual, the better. We shouldn't try and make a documentary.

Videos should not:
- Be a person talking to the camera spontaneously.
- Use commercial music in case it means the video gets taken down by its host (e.g. YouTube agressively remove videos that breach copyright).

Structure

The Coronavirus Time Capsule has a very simple structure. It starts with an opening monologue, ideally spoken by multiple contributors to the Time Capsule. After that each week's individual videos are edited together. Each week is separated by a simple black and white title card displaying the weekly Topic.

Update V2.0 You can choose how you edit your Coronavirus Time Capsule together. We're going to edit them differently according to the Topic and task. Sometimes we will simply edit them together one after the other to let the work stand for itself. Other times we might edit them in a more sophisticated way, especially with tasks that have been developed a bit more collaboratively.

While you have total freedom to adapt this project in any way you like, there are two things we'd love everyone to do:

1. Opening Scene
We want everyone to make their own version of the same monologue. Simply share out the lines in the speech printed in the Week One blueprint, ask your group to film their line and send it to you. Then edit it all together to make one, continuous monologue.

2. Titles
Each week of your Time Capsule should start with a title. It should be around three to five seconds long and silent – a moment of thought and reflection. It should be a white font on a black background and it should say 'Week X' and the Topic title.

We'll create a jpeg every week that you can edit into your film, or you can make your own. These are available to download from our website.

Guidelines and support

We want to make this a fun, collaborative and iterative project. We're keen to engage everyone involved in working out how it grows and develops and we've put a number of things in place to support your journey with it.

Website Resources
On our website, we will share our own Time Capsule and those of other companies, a page of resources – videos, tasks, guidelines – related to that week's Topic, an archive of past weeks and a page of useful resources and links that we'll add to as the project progresses.

www.companythree.co.uk/coronavirus

Mailing List
When you commit to joining the project, please sign up to our Time Capsule mailing list on our website. We won't send many emails (and we'll never share your details with any-one else) but we will update you when new Topics and resources are available online.

WhatsApp
We've set up a WhatsApp group to share experiences while we're making the Coronavirus Time Capsule, build ideas for future Topics, and share our work. To join it, please email hello@companythree.co.uk. Please note that by joining it you will be sharing your phone number with the other people in the group.

Safeguarding
This is a new way of working for many of us – and safeguarding our young people is very important. In the resources section of our website, there is a template safeguarding policy and guidelines for young people in terms of working online and making the films, as well as other useful resources for signposting and supporting young people.

Using Personal Material
We imagine this project will involve using personal material a lot. It will be filmed in people's homes and at a time when many might be feeling vulnerable. It is vitally important to be sensitive and careful when using personal or autobiographical material. It is very possible for someone to make their Videos without ever appearing in them.

Encourage your company members not to reveal anything that might make them feel vulnerable, sad or put them at risk. Support them to find the positives in their situation. Always err on the side of caution before including something difficult in the edit.

Parents of under-18s should be aware of what their child is doing in relation to the project and have given their permission. You can find a sample permission form for parents/guardians on the resources section of our website.

More information

Is it okay to film the Time Capsule on phone cameras?
That's probably all you've got! And yes – phone cameras today are very high quality and will be more than adequate to do the job. It might be worth asking all your members to switch their camera to its highest resolution if possible, but even at lower resolutions you should get what you want.

There are links to useful guides on phone cameras on our website.

What if someone feels uncomfortable filming themselves?
It's totally possible for them to do it without ever appearing on camera. They could speak from behind the camera, make scenes, animations, puppet shows – or even write something for someone else to perform.

Can we write our own music?
Yes! If you have musical people in your group, make the most of them. The more skills brought to bear on the project, the better. There's a link to free music directories on the resources section of our website.

Do we have to release our Time Capsule each Friday?
No – but if we all release them together, we stand a better chance of them being noticed.

What if we get bored?
That's fine – we can advise on how to freshen things up, but if you lose momentum, just stop the project and do something else. You can always come back to it later.

What if we get ill?
The health of you and your group members is the most important thing. So take a break for a week, or have someone else ready to support and step in.

What if it gets too hard?
We don't know what the next few weeks and months hold. If things become too hard, please pause the project. It should be an enjoyable and expressive project. It should never feel like a chore.

What if we've got a really good idea for a Topic?
Tell us! We'll be asking everyone to suggest Topics for everyone else to work on. Or just do your own – you don't have to follow ours.

Do we have to pay a licence fee?
No – the Time Capsule is an open-access, open-source project in which we want as many groups as possible to participate. The only thing that we ask is that you include a note on your website, or any project material saying:

The Coronavirus Time Capsule Project has been created by Company Three, www.companythree.co.uk/coronavirus

Working with your group

Bringing your group together
You can deliver this project in two ways (or do a bit of both):
•   Send out the Topic and video tasks to the group individually
•   Bring your group together online and have a virtual workshop

We are doing a little bit of both.

We are using Groups and Broadcast Lists on WhatsApp and normal text messages to communicate with our group members. These are useful for sending out the tasks and keeping up with everyone.

We are using Zoom, a video-conferencing tool, to meet online in groups. It is possible to meet large numbers of people on Zoom but it's very hard to have a proper conversation, so we're keeping our online Zoom meetings to short sessions with groups of about ten.

In the resources section of the website, you'll find guidance for running online sessions, games you can play on Zoom, and safeguarding templates to help you set these up. We are learning as we go and will update these as and when we make new discoveries.

A template for an online session might look like this:

Welcome
Everyone checks in, shares one thing they've been doing that week.

Warm-up
A physical warm up that everyone copies.

Games
These could include 'Fetch' - a race to find objects in your home, 'Log roll' - a game where people react physically to your actions, 'Simon says' and Pictionary using the Share Screen Whiteboard feature on Zoom. You can also play word and storytelling games. We'll keep adding to these in the resources section of the website.

Topic
Share the Topic for the week and ask everyone to say something about it. You may have pre-shared the making task videos, or you could watch them on the Zoom Share Screen feature. Ask for feedback and initial ideas.

Tasks
Give everyone a few minutes to do a mini-version of one of the tasks. To find an object, write a few lines or think about what they might do. Share back creatively.

Set deadlines
Remind everyone of the deadline for sending them, how to send their videos and video guidelines (see things to think about on the next page).

Close
Do a check-out, or final game.

Follow up with support via text and WhatsApp, as much as you are able to.

Things to think about when making your videos

Location
Lighting
Camera angles

Framing
Zoom
Special effects

Keep it landscape
Use high-quality settings
Don't muffle the mic

Speak clearly and slowly
Make it meaningful
Have a relationship with the camera

Leave a long pause before you start…
and after you finish

Making video tasks

Every week, we're inviting some of the brilliant artists we work with to make video tasks for the group. Members can choose to follow one of these tasks, or they can do their own thing.

Each video task is its own mini-workshop, a set of research and development tasks that will guide each company member towards the creation of their own piece. You can use our video tasks, or you can make your own (please share them if you do).

If you want to make your own video tasks, here are the stages we're using to develop ours. You can choose to shoot your video tasks in one take, or if you have more time and expertise, film them section by section and edit them together.

V2.0 Update
We've updated this page to reflect a new structure we're using to create video tasks for our members.

Video tasks are short challenges created by professional artists to help inspire and give confidence to the young people participating in the project. They should be quick, fun, clear and personal - they shouldn't feel like a set of dry instructions.

The videos we have made so far use the structure below, but each video should feel particular to the person who has created it and their artistic approach. It should feel very different from a video they might receive from their school.

Introduction
Introduce yourself, the Topic for that week (e.g. 'Home Life') and the challenge or technique that your video is going to introduce.

Give one (or maybe two) external examples of the kind of thing you're going to make - a video on YouTube, a poem they can find online.

Example
Ideally, create your own complete example and film it in an interesting way.

Invite them to get going straight away, or follow a few simple steps.

Step by step
Suggest a series of simple activities to build towards creating the video. Each step should be a single task - writing a list, finding something in the home, practising a piece of movement. With each step, share an example that you've made.

Challenge
Suggest some things the young people might want to think about in terms of making their film.

Wish them luck and sign off.

Week by Week

Each week, we'll add a new Topic and set of tasks to this section.

If you're starting later, make the opening monologue (The Beginning) and then join in with whichever Topic you like. You don't have to work in order.

Update V12.0
This Blueprint now contains all the topics for the time capsule.
You are welcome to do them in any order you like.

You'll find all the tasks, videos and other resources on our website.

www.companythree.co.uk/coronavirus

Week 1: The Beginning

This is the first scene of every Coronavirus Time Capsule. It is a shared monologue, spoken by the company members with each of them taking a line or two each. It introduces the Time Capsule and will be made by every group doing this project.

Creating this scene together first is a simple way to introduce the project and get people involved. The video task is simply to record themselves speaking their lines, so it's a good way to get used to capturing and sending video.

You can introduce this task to the group via text message or on WhatsApp, or by bringing them all together in a Zoom video session (see our resources section for guides on how to set these up safely).

By WhatsApp/Text
- Set up a Group.
- Allocate the lines in advance.
- Share the whole speech via text or WhatsApp (you can send PDFs by WhatsApp).
- Send individual texts with some instructions (see below) and the lines that person has been allocated.

By Zoom
- Use the 'Share Screen' feature to show everyone the speech.
- Read it all together line by line.
- Allocate the lines live by typing in people's names live into the document.
- Send the final script out by email or individually to people by text.

Sample text instructions
"Your task is to film your line(s) and send the videos back to us. Your lines are written below. Film in landscape mode. Choose a great location and camera angle, get someone to film you if it helps, speak clearly and slowly, look right into the camera and make it meaningful!"

Online Resources
- Speech (see next two pages and downloadable Word version on the Week 1 page).
- Introductory video by Ned Glasier, Artistic Director of Company Three
- Video of C3's version of The Beginning

Week 1: Speech

Hello.

It's the [add in date that you're starting the Time Capsule]

This is a time capsule.

It is a record of who we are right now.

It is a record of a time when the coronavirus came.

When all the schools shut down.

And everyone got told to stay inside.

We are group of teenagers sitting in our bedrooms.

In our living rooms.

Our kitchens.

Our [add in another place in a home]

Our bathrooms.

Stuck in our homes in a place called [name of place you all live]

In [name of town/borough/area/state]

In [name of country]

In [name of continent]

In the World.

For the next few weeks,

Or months –

– no one knows how long, really –

We're not going anywhere.

So we're going to film ourselves.

Every week.

So that we'll remember what it was like.

What we did...

What we didn't do...

And how we felt.

Because this has never happened before.

And it might never happen again.

This is our Coronavirus Time Capsule.

And it starts...

Now.

Week 2: Home Life

Week 2's Topic is Home Life. We want to get a glimpse of what's going on at home – images of day-to-day life during shutdown, schedules, feelings and whether things are turning out as expected.

This is a solo task – every participant is invited to interpret it in a way that helps them express something important about their day-to-day life in the shutdown. It's also their first opportunity to experiment with different ways of capturing things on film and you should encourage everyone to make something that isn't just talking to the camera (like Week 1).

We asked movement director Kane Husbands, director and writer Sonia Jalaly, and director and musician Nicholai La Barrie to suggest three challenges that might help you come up with ideas. You can find their videos on the Week 2 page on our website. You can use those video challenges, or make your own, or encourage the participants to interpret the Topic however they like.

As in Week 1, you can introduce this task to the group via text message or on WhatsApp, or by bringing them all together in a Zoom video session (see our resources section for guides on how to set these up safely).

Here are a few suggestions for how to structure your conversation (whether on WhatsApp or Zoom):

Workshop structure
- Introduce the Topic for the week – home life.
- Remind everyone to keep themselves safe in what they talk about (and tell them how they can talk about more difficult things – perhaps in a separate conversation with you or a colleague).
- Ask everyone to write down or think about one thing they've noticed about everyday life now, something that has surprised them, a challenge, something they've started doing, a feeling.
- Ask everyone to choose one thing from their list that feels most important to capture in the time capsule and present it back, saying what it is and why they want to record it.
- Ask everyone to think about interesting ways they could present their idea on film. Encourage them to be expressive: it doesn't have to make perfect sense or explain itself.
- Share the links to the task inspiration list (see page 17) and Kane, Sonia and Nicholai's task videos on our website. We've also included text breakdowns of these on page 18.
- Set a deadline for first draft (if necessary) and final drafts videos to be sent to you.
- Remind everyone of the key things to remember when filming (see page 10). **Especially: Fifteen seconds. Film landscape. No external/downloaded footage.**
- Follow up by text to help people who get stuck.

Editing notes
We are going to edit our Week 2 films very simply – just one after the other so that each piece speaks for itself. You might want to think about a piece of music to unite them all. You can choose to be strict on the 15 second rule, or allow a bit of leeway.

Online resources
- Task inspiration list.
- Task videos with text breakdowns.

Week 2: Task inspiration list

Some ideas and starting points for videos this week.

Task videos on www.companythree.co.uk:

A piece of movement that looks like a time lapse of your day.

An expectations vs reality video.

A poem or song that charts the different feelings you've experienced so far.

More inspiration:

An MTV cribs style guide to your bedroom.

A point-of-view journey around your home.

A tutorial of how to make your classic lockdown meal.

A close-up film of the thing you've done most.

A live drawing of a chart representing a normal day.

A line of objects representing different times in your day (with time labels).

A good day v bad day.

Time-lapse videos of things you've watched change in a day (a cake baking, the sun moving in the sky).

A series of dance moves representing different emotions during lockdown.

A description of what home smells/feels/looks like.

Week 2: Video tasks

A time-lapse movement piece by Kane Husbands
A piece of movement or dance that represents the places and positions you have spent the most time in recently.

- Choose an activity (watching TV, being bored in your bedroom, being on your phone, etc).
- Choose five different positions associated with that activity.
- Find an expressive way of moving between them.
- Rehearse so it's smooth.
- When filming, think about the best camera angle to capture your piece.

Expectations vs Reality Video by Sonia Jalaly
A video which represents what you thought lockdown would be like and what it's really like.

- Write a list of all the things you thought you'd do during lockdown.
- Write a list of all the things you've actually done during lockdown.
- Select the ones that feel most interesting together - you could do one or a few.
- Create a very short scene for each one.
- Make two signs saying 'Expectation' and 'Reality'.
- Use the signs in filming the piece - one expectation followed by a reality.
- When filming, think about transitions between the scenes.

A poem or song about the feelings of lockdown
A piece of poetry or - if you can write music - a song about the feelings you've felt during lockdown. Keep yourself safe here - don't get too deep and think about a variety of emotions.

- Write a list of specific emotions you've felt during lockdown (it might be useful to write down when, where and why you felt them.)
- Turn those emotions into lines. Add detail.
- Audio record the lines - see our guide on how to audio-record on your phone.
- Film different things in your home that represent the lines.
- Edit it together if you can, or send it to your leader with clear instructions!
- When filming, think about long shots and close-ups, and how to surprise the audience with your images.

Week 3: About us

Week 3's Topic is About Us, a closer look at the people making the time capsule at this precise moment in time. We want to give our young people space to say who they are, but also to record some things that might change in the course of the lockdown (like height and hair style).

In order to do this, we've created a Lockdown Vital Statistics sheet that we're going to use in our regular online Zoom workshop. If you're not running online workshops, the questions on it could be emailed or texted to your company members.

After everyone has filled in their answers, the challenge is then to find fun, innovative ways to film their answers.

Workshop structure
- Introduce the Topic for the week – About Us.
- Remind everyone to keep themselves safe in what they talk about (and tell them how they can talk about more difficult things – perhaps in a separate conversation with you or a colleague).
- Play some games to get everyone feeling comfortable.
- Use the share screen feature to share the vital statistics sheet. Ask everyone to note down their answers.
- Work through the questions one by one and give everyone a short amount of time to find a fun way to answer each one. They should only use the things they have around them – so if they need to measure their height using paperclips, then they should.
- Ask everyone to choose their top 3, 4 or 5 questions (this might depend on the size of your group) and set them the challenge of filming their answers.
- Set a deadline for first draft (if necessary) and final draft videos to be sent to you.
- Remind everyone of the key things to remember when filming (see page 10 and Freedom Studios Youth Theatre's brilliant tips video on our resources page.
- Follow up by text to help people who get stuck.

Safeguarding notes
This task is set up to give young people space to be creative in how they answer the questions, which should help with keeping them safe. Some key principles for you to think about this week include:

- No-one should be able to be identified in terms of their surname, address, location, phone number or other specific information – use first names only (or nicknames).
- It's possible to answer all the questions without showing your face, so make sure you give that option.
- Company members should have choice as to which questions they answer and which they create video content in response to.
- You or a suitable other person should check through all submissions to ensure they meet these guidelines.

Editing notes
We are going to be clear in advance that we'll be presenting a selection of answers from everyone, rather than everyone's answers. It's important to feature everyone, but also to have a good balance of questions and a mix of styles. Think about how you're going to manage titles for each of the categories – you might find some creative ways to do these.

Online resources
- Task video, hosted by Ned with examples from some of C3's freelance artists.
- PDF Vital Statistics Sheet.

Week 3: Vital statistics sheet

Feel free to make your own version of this sheet, or to change any of the questions. Any new questions should be simple, factual questions about the status of a person during lockdown - we're saving other questions for future Topics.

You can download a full PDF of the vital statistics sheet on our website.

Lockdown Vital Statistics

Name	
Exact age	
Height	
Key features	
Current hair	
Time in lockdown	
In lockdown with	
Primary habitat	
Diet	
Sleeping habits	
Dominant mood	
Key lockdown skill	

Week 4: School

Week 4's Topic is School. We want to better understand what school feels like when lessons are online, teaching is by email and exams are cancelled.

You can approach this task in a number of ways. We've suggested five tasks you might use to explore the subject. You could:

- Just use one of the tasks to create a whole-group piece (e.g. an amalgamated letter to school).
- Give everyone a choice of task and make a more fragmented film covering the subject from multiple angles.
- (As always) do your own thing!

The subject of school is one that lots of young people feel passionate about and have clear opinions on. More than any other week, we should be led by them and what they want to express – we hope that lots of teachers and parents will watch the Time Capsules and listen to what their children/students have to say.

This week's tasks are set by C3's facilitators Abigail Glasser and Philip Morris. You can find their videos on the Week 4 page on our website.

Suggested workshop structure
- Introduce the Topic for the week – School.
- Play some games to get everyone feeling comfortable.
- Have a conversation about how school has been so far for everyone. You might want to ask what are the best/worst things about doing school from home, what they would change if they could, what they miss about school and what they're learning at home that they'd never normally learn at school.
- It might help for everyone to nominate one thing that they have found particularly challenging (or enjoyable) about school in lockdown. What would they change if they could?
- Introduce the task or tasks and make sure everyone understands them. Ask everyone to take the thing they nominated in the step above and work out how they might express it through the task.
- It might be useful for everyone to make a 'rough draft' of their video live on Zoom and share it back – in small groups if possible.
- Remind everyone of the key things to remember when filming (see page 10 and Freedom Studios Youth Theatre's brilliant tips video on our resources page)
- Follow up by text to help people who get stuck.

Editing notes
How you edit will depend on whether you're creating a mix of all the tasks, or using a single task to create a more cohesive piece. If you're doing a mix, it might be worth bunching the different tasks together. If you are creating a single piece based on one task, it might help you to work with your group to create a rough script before they make their videos, so you can edit to that.

Online resources
- Task videos with text breakdowns.

Week 4: Video tasks

Definitions
Demonstrate what common school terms mean when they are applied to school in lockdown (e.g. Homework, Detention, Teacher, Break, Bully, Maths).
- Write a list of as many school terms as you can.
- Discuss or show what each of those mean or look like during lockdown.
- Each group member takes a term and creates a short video to demonstrate what it looks like at home.

A letter to school
Write a love-letter to your school as if it was a real person and read it out on camera.
- Write a list of all the things you miss about school. This should be a mix of very small detailed things and larger, more general things. Be as specific as you can.
- Use this to write a letter to your school. Be as extravagant as you can.
- Find an appropriate way to film yourself reading the letter. Think about camera angles, props and backgrounds.

Teach us a lesson
Use the things around your home to teach us something that you have been learning at school (e.g. Romeo and Juliet using spice jars, trigonometry using your stairs).
- Look through your recent lessons and create a shortlist of things you've been learning recently.
- Choose one that you can demonstrate/teach using things at home.
- Gather all the things you need and create the video. Think about tone and narration.

The lockdown curriculum
Create a lockdown curriculum consisting of the essential things you've learnt during lockdown that you'd never have learnt at school.
- Choose one key skill that you've developed while at home. This could be something serious, like baking, fixing things or supporting a family member, or a bit less serious, like sleeping, getting rid of boredom or staring out the window.
- Write a lesson plan as if you had to teach someone else how to do your skill. Think about it in clear stages.
- Create a video lesson based on your plan, with clear examples.

What I'm really doing
Create a video based on the what I'm really doing meme - showing yourself at school at home in four situations: What your teacher thinks you're doing, what your parent/carer thinks you're doing, what the Prime Minister (or President) thinks you're doing and what you're actually doing.
- Choose a simple activity related to school (reading a science book, writing an essay).
- Write a sentence or draw a picture to describe each of the categories above.
- Film each of them and edit them together (or ask your leader to edit them for you).

Week 5: Social Distancing

Week 5's Topic is Social Distancing. There are lots of ways you could approach this (please feel free to interpret it in your own way), but the thing we're really interested in is what friendships look like in lockdown.

Update V6.0

In our original blueprint guide for this week - and in the video task - we encouraged everyone to screen-record conversations they were having with their friends. This was a really effective way of taking a peek into lockdown social lives, but technically some things were harder than we thought they would be. We now know, for example, that it is not possible on most devices to screen record facetime conversations so that sounds is included in the recording.

For this reason we recommend you test different methods of screen recording before setting the task. You may also want to mix some other forms of communication in and focus too on how your group members are interacting with their local community, as well as their friends.

Here are some suggestions for some far less technical ways you might express how much you miss someone:

• Writing a letter (and posting it, or putting it in a bottle, or making it into a paper aeroplane)
• Semaphore (your own version)
• Smoke signals (be careful)
• Morse code
• Sending a telegram
• Shouting from your front door to theirs
• Sending a carrier pigeon (or other animal - be kind)

We wanted to find a new form and aesthetic to work in this week, so our artists Nicholai and Nikki have put together a plan to capture the way everyone is managing their friendships these days - on their phones and laptops.

Asking young people to screen-record conversations with their friends requires careful planning in terms of safeguarding, so please ensure that you have applied your own safeguarding rules to these exercises in line with your own safeguarding policy (we have shared ours on page 25).

At the heart of this task is a challenge to speak to a friend about something you wouldn't often speak about - in whatever online programme or app you normally talk to them. This might be Insta, Snapchat, TikTok, WhatsApp or iMessage - or on Facebook, Zoom or Skype. It might just be on a phone call. The conversations should happen online or on a phone and be screen-recorded.

We have been deliberately open about who counts as a friend. It may be easiest for safeguarding and other reasons to stick within your group, or you could allow them to speak to others - this might be important if you someone isn't that close to anyone in your group. In this case, allow everyone to define who a friend is for them. They could contact a family member they haven't seen in a long time or they could just record themselves writing a text that they never actually send.

Suggested workshop structure
• Introduce the Topic for the week - Social Distancing
• Play some games to get everyone feeling comfortable.
• Talk about what it's like not to be with your friends in person. What do you miss?

What's different about always talking online? How important is it that social media exists? What are the best ways to have different kind of conversations? Are there certain ways you'll speak on one platform that you wouldn't on another?

- Introduce the task and do a tutorial on recording on your phone screen and laptop (if relevant).
- Talk through the different conversation starters. Encourage everyone to engage with them in their own way - if that means sending a meme or talking in code - great.
- Talk about the key safeguarding points and make sure everyone understands them, particularly in relation to speaking to friends outside of the group.
- Remind everyone that this week you can shoot your videos in portrait as well as landscape (most apps will need to be screen-recorded in portrait).
- Follow up by text to help people who get stuck.

Editing notes
This should be a pretty simple edit though you'll need to balance portrait and landscape It might be easiest to lay down all the conversations one by one, or you might want to split a few up to create a sense of narrative through the piece. You might want to cut or speed up some of the text-message writing. Music will be important here - if any of your group are musical perhaps they could compose something?

Online resources
- Task video

Week 5: Conversation starters and safeguarding

Update V6.0
Your task is to find a way to express something meaningful to a friend, family member or someone in your local community. You can do this on the online programme, app or forum that you normally speak on, or you can find a new way to do it.

You can speak to a friend in your group, or an external friend - but you must let them know you're screen-recording if you're talking online. It might be nice to try and surprise someone with the prompt that you choose to follow to get an honest reaction or you might agree with someone to have a conversation with the prompt as your starting point.

The conversation prompts are:
- Tell someone that you miss them.
- Remember a time you were together in person.
- Tell them something you like about them that you've never said before.
- Talk about the first thing you'll do together when you get out of lockdown.
- Make them laugh.

You can use any programme or app that you like. These might include:
- Social media.
- Messaging apps.
- Video-calling programmes (Zoom or Skype).
- Normal phone calls.
- Video calls.
- Online gaming.
- Older forms of communication (see previous page).

Choose a 15-20 second clip (or a few shorter clips) that feels really key to the conversation you had. It's fine if it's not the most serious bit - it should be the bit that means most to you.

Safeguarding
These are the rules Company Three has put in place for our young people in line with our safeguarding policy. You should only follow these rules if they apply to your safeguarding policy and you deem the risks acceptable. If not then please find alternative ways in which to film or create your content for this week.

It's important when screen-recording that you:

- Don't reveal personal details about you or the person you're talking to (e.g. surnames, usernames, phone numbers, addresses etc). Before contacting them change their name in your contacts to a fake name, nickname, first name or an emoji.
- Don't feature images of people that your group doesn't have permission to feature. If you're talking to someone outside of your group, use a text-based chat rather than video or pictures.
- Only include content that you feel comfortable sharing publicly.
- Do not include old messages or content which is not part of this project.
- (For team leaders) When editing the film, ask another member of your team to spot check it and ensure no details have accidentally made it into the final cut. Ask them to note and confirm this check in writing.

Week 6: Letting Loose

Week 6's Topic is an invitation to let off steam. We want everyone involved in the project to find a way to let off steam, get moving and shake things off. This is an opportunity to make a high-octane, fun video.

Our Producer and sometime choreographer and dance teacher, Nuna Sandy, is in charge of this week and her video has a series of suggestions for what letting loose might mean to different people. It's important that you let everyone do their own thing – you're not going to let off steam playing football if you hate playing football.

Here are some ways you might let off steam:
• Dancing
• Scribbling
• Yoga
• Shaking
• Messing things up
• Shouting

It's a really simple task this week – to find a way to let off steam and film yourself doing it.

Time Capsule Dance
Nuna has also choreographed a TikTok style dance which we want at least one person from every company involved in the Time Capsule to learn and include in your weekly video. When we have enough we're going to make a huge edit of young people all over the world doing the same moves. We've included a full tutorial and practice video on our website.

Suggested workshop structure
• Introduce the Topic for the week – Letting Off Steam. You might want to combine this with some useful information on mental health, stress or anxiety, if appropriate.
• Play some games to get everyone feeling comfortable. These should involve some element of letting off steam.
• Make a collective list of all the things that build up steam inside you during lockdown. Keep it safe and fun – don't get too deep. We're interested in the big things and the small things.
• Encourage everyone to think about one thing, imagining it building up inside them. And then to find a way of releasing that steam on the Zoom chat. Depending on numbers you could do this one by one or together.
• (Optional) teach the dance – or if you've sent the tutorial video out before, have everyone who has learnt it demonstrate it.
• In small groups – talk through what each of you is going to do this week to let off steam and what camera angles and filming styles might help you capture the essence of the event.
• Everyone make a pledge to let off steam.
• Remind everyone to film in landscape and what the submission deadline is.
• Follow up by text for anyone who gets stuck.

Editing notes
This is an opportunity to do something different or find a new style for your video this week. It lends itself brilliantly to making a music video, but you might find other ways to cut it all together too.

Week 7: Food

Week 7's Topic is all about food. And, perhaps more importantly, our connection to what we eat - what our meals say about us.

Sonia Jalaly and Angie Peña Arenas have created this week's task. It's a food preparation and writing task that should be relatively simple to edit together. There are two stages:

Filming
Film the preparation of a food you've eaten a lot in lockdown, or that means something to you. You can do this one of two ways:
- A time-lapse video of your meal cooking, or
- A top-down shot of you preparing the meal.

See the video for some tips on how to get exactly the right shot.

Writing and recording
Once you've filmed this, the second part of the task is to write something about the food you've made. You could write about memories associated with the food, a list of the ingredients that went into it, or poem or monologue about what the meal means to you. Then record the writing as a voice-over.

The meals featured in this week don't have to be posh, or special. Part of the joy in watching the film will be seeing special meals juxtaposed with some toast and butter. A meal might also mean a midnight snack, a takeaway, or a secret stash of food.

Suggested workshop structure
- Introduce the Topic for the week - Food.
- Play some games to get everyone feeling comfortable.
- Ask everyone to write in the chat box the meal (or meals) the answers to the following questions:
  - What have you been eating most in lockdown?
  - What did you eat that was special?
  - What have you made yourself?
  - What food have you missed?
  - What would you eat if you could eat anything right now?
- Give some space for everyone to talk about one of the meals in the first three categories. It might be fun to work in groups to share the recipe and method.
- Ask everyone to write into the chat box what their chosen meal means to them - why it's important and its connection to their life in lockdown. Encourage everyone to think about the food's family and cultural connections.
- Make an agreement about what everyone will film this week - try and keep a balance of forms and styles.
- Remind people about how to record a good voiceover - see our resources for more information.
- Remind everyone about shooting landscape and not to melt their phones on the oven - check first if shooting an oven time-lapse.
- Follow up by text to help people who get stuck.

Editing notes
It feels like a simple edit this week, a series of meals presented with voiceovers. The challenge will be to match the voiceovers neatly with the images.

Resources
- Task video.
- Task tiles.
- Voice-over guide.

Week 8: Who We Live With

Week 8's Topic focuses on the people we're living with in lockdown. For most group members, it will be about their family but we've made it flexible for all sorts of living arrangements.

We all worked together on this week's task - with some very special guests (our families and housemates). We spent the week making documentaries about them - and we want you to do the same.

Please think carefully about preparing this task sensitively for those group members who may be distant from some members of their families, have difficult relationships or are struggling at home. You will know the best way to make this work for them - we've tried to include as many different ways in as possible to help with this.

Types of documentary
We've suggested six ways that you might approach making a documentary.

- Interviews - formal or informal, with both of you in shot or just the interviewee.
- Fly on the wall - capturing real life as it happens.
- Mockumentary - staging real life as it doesn't (quite) happen.
- Diary room - giving your family space to talk without you there
- Wildlife - capturing your family as if you are David Attenborough.
- Historical - discovering the relics of your home and interpreting what they mean about the people who live there (this is perfect for those living on their own or whose family refuse to be filmed).

Things to remember
Documentaries work best when they tell a story. Encourage your group members to film a lot, to be patient and to capture the every day - what's boring to you might be fascinating to someone else.

Suggested workshop structure
- Introduce the Topic for the week. It might be helpful to prep a few people in advance if they are having trouble with family/people at home and to offer an alternative or opt-outs.
- Play some games to get everyone feeling comfortable.
- Talk about different documentary styles. Maybe try out some on the Zoom call.
- Ask everyone to write or talk about the things that make the people in their home who they are - their quirks, habits and personalities. What do you love about them? And what do you find annoying?
- Make some shooting plans - what do you want to capture and how are you going to do it? There's definitely no fifteen-second rule this week.
- Talk about getting permission from anyone to be filmed (see below).
- Follow up by text to help people who get stuck.

Editing notes
Have fun mixing the different videos up this week. Focus on as much personal stuff as possible and don't be scared of silence, pauses and awkward moments.

Safeguarding
Ensure you are operating within your own safeguarding policy when filming siblings and others under the age of 18. We have provided a template permission letter for you to adapt in accordance with your own policies.

Resources
- Task video.
- Task tiles.
- Safeguarding letter template.

Week 9: When This Is Over

Week 9's topic is one of the most important. We want to create a manifesto for the future, written by young people everywhere.

Company Three exists to make more space for teenagers to tell their own stories and make their own change. At the heart of our process is listening - to what teenagers say and don't say, what matters to them personally and what they want to change in the world.

We're nine weeks into the Time Capsule and adults everywhere are plotting the future of the world. It feels like a good time to ask the young people what they think.

It's a simple video-making task this week, but we encourage you to put the time into listening, teasing out what's important for your group and distilling it into something they feel really speaks of them. We're going to work with a smaller group over half-term, to make sure we can go really deep.

The title 'When This Is Over' refers to end of the pandemic itself, when Coronavirus has ceased to become a threat, or we have adapted it into our everyday lives. Adults talk a lot about getting ready for a 'new normal' - we want to think about what that should look like.

We'd love everyone's video to look really similar this week - just a series of faces, filmed as selfies in locations outside of our homes. You might want to add other images in - someone holding a banner or a placard, someone shouting out of their window - but try and keep as many to that format as possible. That way, we can edit loads of the videos together and get them seen as widely as possible.

Note: It will help if most lines are written and recorded with the phrase 'When this is over' before them. You can always cut some of them to make the video flow, but it will help to have enough in there to make the overall video clear.

We've included a full workshop plan on the next page - as always feel free to take it from it what's useful for you and your group.

Editing notes
Very simple this week - lots of faces! Think about sound - it might feel right to have no sound at all and just let the voices speak for themselves. Or something quite minimal underneath.

Resources
• Task video.

Week 9: Workshop plan

Our plan to tackle 'When This Is Over' is to use writing and creative tasks to open up a discussion about what we want the world to look like in the future - and then to refine what we talk about into a script.

Welcome and warm-ups
Games to make people feel relaxed.
Finish the sentence - In the future... (everyone calls out predictions, or writes them in the chat)

Context
Discuss the context of the topic - adults everywhere are talking about a 'new-normal'; young people are likely to be disproportinately affected by any post-pandemic recession etc.

Free-writing
Everyone turns their camera off, goes somewhere comfortable and writes for 5-10 minutes. Write fast, without thinking too much. Afterwards, everyone reads a section of their writing back to the group.

Prompt: When this is over …

Lists and fill in the blanks
This is a more scaffolded way of digging deeper into the topic. With cameras on, everyone writes in the Zoom chat, completing these sentences with as many answers as they can. Look through the chat afterwards and highlight lines you like.

Prompts: When this is over … I will / I will need / I might / I should / I want / Our leaders should / The world will be / The world should be / I demand that / I hope

Discussion
In small groups, open up space for discussion inspired by some of the things in the chat and free-writing. What feels more important? Most personal? Most hopeful? Most likely?

Visual challenges (optional)
Set a series of simple 3-5 minute challenges. Everyone turns off their camera and makes something in their home as a response to one of the following prompts:

•   Something I will do when this is all over
•   Something I want to happen when this is all over
•   Something I don't think could ever happen but I wish it would

Creating a script
Depending on time and resources you can then:
•   Ask everyone to choose a line from their writing that feels most important to them, or
•   Have one writer take all the text, go away and refine it into a script which can then be allocated back to the group, ready for filming.

Week 10: Characters of Lockdown

Lockdown has thrown up all sorts of characters and Week 10 is a chance to capture them for eternity.

Amber Evans is our host this week, and we've called in leading voice coach Hazel Holder and the brilliant puppetry company Smoking Apples to give mini-masterclasses too.

The task is simple: create a 10-20 second video of a character that you've noticed in lockdown. That can be a stock character or archetype (a heroic nurse, a keep-fit fanatic, an enthusiastic clapper) or a well-known figure (a celebrity, or politician, for example).

The characters can be created in whatever way you like:

- As a puppet - see our video for how to make brilliant puppets out of household objects.
- As an amination - there are loads of free/cheap animation apps available.
- As a performance - get dressed up and go wild (use Tik-Tok if it helps, but don't include your username).

The key here is being as detailed as possible, doing it with as much enthusiasm as you can and having fun. The videos can be funny or serious.

Suggested workshop structure
- Introduce the Topic for the week.
- Play some games to get everyone feeling comfortable. Maybe do a vocal warm-up using some of Hazel's tips.
- Play a game to introduce the idea of archetypes or stock characters. Shout out different stock characters and everyone has to freeze as one of them. Bring them to life for a few seconds using the Spotlight feature on Zoom.
- Create a huge list of as many stock characters as you can - who are the people who everyone has noticed in lockdown?
- Encourage everyone to say one line each as a stock character they've chosen. Everyone else guesses what type of person they are playing.
- Create a huge list of the celebrities and well-known people we've noticed in lockdown.
- Encourage everyone to find a way to create their celebrity using an object that they can find quickly in their home. How do they move and what do they say?
- Set the rules - 10-20 seconds of video from everyone.
- Follow up by text to help people who get stuck.

Editing notes
Edit it like a sketch show - maybe some characters appear once, maybe others reappear.

Resources
- Task video.

Mental Health

This week's topic is a unique opportunity to ensure teenagers' voices are heard in a really important area: Mental Health. We are working in partnership with the Wellcome Trust to capture the positive things that young people have been doing for their mental health during lockdown. Everything we record this week will inform a report that will be read and actioned at the highest levels.

About the Wellcome Trust's Mental Health Strategy
At the beginning of the year, the Wellcome Trust began work on its £200 million, five-year strategy to transform how we understand, fund, prevent and treat anxiety and depression in young people. Our vision is a world in a which no one is held back by mental health problems.

And then came COVID-19. Very quickly, there were lots of surveys started that asked people how they were feeling. Was the pandemic affecting their mental health in a negative way? But we want to flip that question. Has the pandemic enabled people to do helpful things for their mental health that they weren't able to do before? Your answers will feed in to a report that Wellcome Trust is working on that will identify the positive changes we want to see stick once the pandemic has passed.

The Task
We've asked BAFTA-nominated actor and writer Naomi Ackie to lead this week's video. You might recognise her from Star Wars and The End of the F**king World. Her task involves creating reminders for the future so you don't stop doing the positive things you've started doing during lockdown.

Step 1: Capturing the answers
Before we start filming, we want you to share the things that you've started doing in lockdown that have helped your mental health. These can be things that you've done consciously to support your mental health, or that you've noticed have had a positive impact on you. We're looking for:

- Positive things you've started doing for yourself, by yourself (new hobbies, habits, discoveries and routines).
- Positive things you've started doing with your local community and in your family (interactions, connections, new traditions).
- Positive things you've felt part of on a much larger scale, nationally or internationally (movements, moments, events, communities, identities).

We've made a simple online form to capture everyone's answers - we'd love all participants to fill it in. The form is anonymous and all the answers will be shared with the Wellcome Trust. **www.companythree.co.uk/mental-health**.

Step 2: Making the films
Once you've uploaded your positive things, we'd like each group member to select a few to film. We want to do this by creating reminders - for yourself in a year, for all your local community (or family) and for everyone in the whole country, when you become Prime Minister (we're assuming you will be Prime Minister at some point).

A reminder might be:
- An alarm on your phone set for a year, five years or forty years time.
- A note you hide for yourself, or stick on your mirror so you see it everyday.
- A poster you stick up outside to remind those around you.
- A voicenote or a diary entry.
- An email that you set to bounce back in a year (or forty).
- Anything else that will help you remember in the future.

Mental Health: Logistics

Suggested workshop plan
- Introduce the topic for the week. It might be helpful to send it out in advance and to let group members know you will be looking at it from a positive point of view. You should also carefully consider how you will safeguard the topic in relation to your group.
- Create space to talk about mental health, whilst keeping the conversation safe. We've provided links on our website to help with this.
- Explain how this week's topic will have a big impact on the Wellcome Trust's report and the lives of other teenagers all over the world.
- Introduce the three categories and have a brief conversation about each one and the kind of things we might identify in each. Remember we're looking for new things that people have started to do in lockdown that have helped their mental health.
- Send everyone the link to the form (**www.companythree.co.uk/mental-health**) and ask them to fill in their answers in the three categories to send to the Wellcome Trust. Please note that we can't send them what they've written back, so it might be worth writing the answers down first and copying and pasting.
- Ask everyone to choose three of their most useful things (ideally one in each category, but it's fine if not) and to share them with each other – by performing them, writing them in the chat box or talking about them.
- A fun game here might be 'Turn On/Turn Off'(our version of 'The Sun Shines On…'). Someone says a statement (e.g. "I watch funny films to take my mind off things") and if that is true for you, keep your camera on. If it's not true for you, turn it off.
- Talk about reminders and find out what ways the group remember to do things in the future. Gather as big a list as you can.
- Set the filming task – to capture your three positive things by filming yourself creating reminders. Remind everyone to film both them creating the reminder (e.g. filming themselves writing a post-it note and sticking it on a mirror) and the reminder itself (e.g. the note stuck on the mirror).
- Set your deadlines and how people can get help and ask questions.
- Follow up by text and phone if people get stuck or need further support.

Editing notes
You might want to edit these together in the order we have gathered them – starting with the small and personal and ending with the biggest.

Resources
- Task video.
- Category tiles.
- Release form.
- Links to mental health support for young people.

Important notes for leaders – please read!
- We would like all leaders to send us a release form for their videos to be edited together with others to share with people like the UN and UNICEF. Please find this release form on our website and send it back to us. If you would rather not be part of that part of the project, no problem!
- Over the next two weeks we will be featuring the positive things young people have said as advice to the world on our Instagram (**@companythree**). These will be anonymous. Please share with your group members and publicly.

New Traditions

New Traditions is a visual documentary-style exploration of the new rituals and traditions that we have created, both in lockdown and as we open up our society again.

Nicholai La Barrie has teamed up with the brilliant film-makers at Tea Films to host the task video for this Topic. It's a simple task - to capture in detail the new ways we are doing things. This could include rituals at home - like hand-washing, family activities, or delivering food to a shielding relative - or outside, like queuing outside shops, keeping two metres apart and clapping for the NHS.

Our inspiration this week is the 2011 film Samsara, a non-verbal documentary that places a series of images from around the world side by side. We'd like everyone to capture one or more new traditions and make us see them in new ways, by filming them in detail and thinking carefully about camera angle, story and framing.

Suggested workshop structure
- Introduce the Topic for the week.
- Play some games to get everyone feeling comfortable.
- Write a big collective list of the new traditions and rituals that you have all experienced in lockdown. It might be useful to divide them into ones that we have all taken part in, and ones that are personal to individuals.
- Everyone takes a ritual or tradition each and writes a description of it, trying to capture the feeling of it and what makes it interesting or different.
- Share these with the group.
- Have a discussion about how you might capture some of those feelings using film but without using any words. Take some of the suggestions from Tea Films and experiment with them using your laptop/phone cameras in the Zoom call.
- Talk about the different approaches and what might work well for the new traditions and rituals you have discussed.
- Set up the number of traditions to capture each and how long each video should be.
- Follow up by text to help people who get stuck.

Editing notes
The editing of this video should be very smooth and clear, fluidly moving between different images. Watching the Samsara trailer might help - see the link on our website.

Resources
- Task video.
- Samsara trailer.

Night Time

The sleep hormone melatonin is released much later in teenagers than adults, so teenagers are natural night owls. We know that for many young people this has been exacerbated in lockdown, making night time a really important part of their lockdown experience.

The week's task is hosted by Nicola Acquah and the journalist and radio documentary maker Monika Parkinson. We want this to be our first non-video, an exploration of night-time through sound.

When we say sound we mean both the sounds of night time and capturing how we feel about night time through voice recordings - speech, audio diary, poetry and creative writing.

The video includes tips from Monica about the types of sound to capture and how to record on your phone in a way that makes a really high-quality soundscape.

Suggested workshop structure
- Introduce the Topic for the week.
- Play some games to get everyone feeling comfortable.
- Ask everyone to show you what their lives look like at night. Starting at 7pm, count slowly through the hours of night time (7pm, 8pm, 9pm …) all the way through to 9am the next day. As you count out loud, everyone demonstrates 'live' what they are doing at those times on a typical night.
- Have a discussion about how everyone's feelings about night time has changed since lockdown - whether people are staying up later or sleeping differently. Think about dreams, night time thoughts and sounds.
- Do some free-writing about night, starting with the prompt "Night time is…". Write for 4 minutes or longer without stopping. Share snippets of everyone's work.
- Turn everyone's camera off and ask them to spend 2 minutes listening to the sound around them. Write down in the chat box what they hear.
- Practise recording sounds and listening back, based on Monica's suggestions for how to record high-quality sound.
- Set the task - record two or three sounds that capture night time for you during lockdown. And one piece of spoken creative writing or reflection that you record as late as you can at night.
- Follow up by text to help people who get stuck.

Editing notes
Layer the different element of audio together to create a dreamy soundscape.

We strongly encourage you not to use too much video in this task so as not to distract from the sound. Here are some ideas for the visual element:
- A plain black screen.
- Lines of text picked out from the audio.
- A time-lapse of night time.
- Time stamps, or a clock running from dusk until dawn.

Resources
- Task video.
- Recording audio tile.

Entertainment

Something that has helped us all through lockdown is the huge range of entertainment available to us. This week's topic is an invitation to hype up your favourite form of entertainment in the form of a battle.

Philip Morris is joined in this task by former Company Three member Samia Amao. Samia was one of the first contestants in the radio station No Signal's 10v10 soundclash show, which exploded during lockdown and gained worldwide attention. She fought passionately for the rapper Ludacris vs Nelly - and won.

While battles normally take place between two people, we want you to create a huge debate involving all of your group members trying to fight for their chosen form of entertainment as the greatest distraction from lockdown.

By entertainment we mean:
- Music – specific artists and songs.
- TV shows, films and YouTube.
- Websites and Apps.
- Books and board games.
- Anything else that has kept you entertained.

Each person will choose one form of entertainment to fight for and then create a 20-second video - talking direct to the camera - for why theirs is the best.

Suggested workshop structure
- Introduce the Topic for the week.
- Play some games to get everyone feeling comfortable.
- Ask everyone to write in the chat box the things that have kept them entertained during lockdown, working through the categories above, one by one.
- Read back through the list and ask everyone to choose the one thing they'd save if everything else was going to be deleted forever. What could they not live without?
- Create small groups of four or five people and tell them that all of their chosen pieces of entertainment are going to be destroyed, apart from one. Get them to take part in a debate about which one to save, while everyone else watches and (at the end) votes for the one they feel most convinced by.
- Repeat until everyone has had a chance to debate.
- Find a battle online and watch it together - what words and delivery are most persuasive?
- Ask everyone to write the top five reasons why their chosen form of entertainment is the best.
- Use the Spotlight feature on Zoom to randomly call up different group members – when they're on Spotlight they have to fight for their chosen piece of entertainment, until someone replaces them.
- Set up the task - everyone has 15–30 seconds (depending on your group size) to promote their chosen item.
- Follow up by text to help people who get stuck.

Editing notes
You might want to put everyone in a predefined order, so they can respond to the item featured before theirs. Edit it so it's sharp, punchy and fun. Music will help!

Resources
- Task video.

Clothes

This week's Topic is an excuse for a lockdown fashion show.

We're interested in the clothes that everyone's been wearing during lockdown - from the comfortable loungewear that has become our everyday wardrobe to the dress-up clothes you've been putting on to make yourself feel better.

Movement Director Kane Husbands introduces this task, with the assistance of Shaun Niles, a choreographer and catwalk coach who has also danced with Janet Jackson, Rihanna, Nicole Scherzinger, Nelly Furtado, Alexandra Burke and Alicia Keys.

We want everyone to create two catwalk looks - a regular, dress-down look and a glamorous dressed-up look. And to show those looks off with your own signature walk and pose. The task isn't complicated, but making it look incredible requires some careful thinking about lighting, set and camera angles.

Suggested workshop structure
- Introduce the Topic for the week.
- Play some games to get everyone feeling comfortable. This should probably involve posing in your most over-the-top way.
- Ask everyone to show some of the clothes they've been wearing most in lockdown - perhaps everyone could sell a specific item as if they're on a shopping channel (this will work particularly well if the item is very old and tired).
- Using the chat box (or just through a discussion) talk about the clothes you haven't worn for ages, that you miss and that most sum up lockdown.
- Using Shaun's instruction video, run a short catwalk training session. Practise walks and poses.
- Everyone nominate (and ideally show to camera) the two outfits they'll be wearing for the task.
- Set the task - two videos from each group member. You might want to also ask everyone to film some close-ups of their poses to intercut in the final video.
- Follow up by text to help people who get stuck.

Editing notes
It feels like this is an excuse to have fun - with transitions, music and titles.

Resources
- Task video.

(Not) Missing Out

This Topic is an exploration of all the things we've missed out on during lockdown. Exams, proms, birthday parties, events, meetings, holidays – all the plans we had to cancel.

We didn't want to make it too sad, so Amber Evans has set a really fun, creative challenge – to create one of the things you've missed out on as closely as you possibly can, with whatever you have around you.

This means you might want to revisit all your plans for your birthday party that never happened, and use your family, soft-toys or whatever you can find, to create that birthday party and film it as if it really happened.

Or you might want to make yourself sit that science exam that you'll now never take, complete with all the feelings it would have brought up in you.

Feelings are really important in this task – capturing the joy, despair or stress of these big events, as well as what they would have looked like.

Suggested workshop structure
- Introduce the Topic for the week.
- Play some games to get everyone feeling comfortable.
- Ask everyone to use the chat box to list all the things they've missed out on because of lockdown. Asking them to be specific will really help you here – rather than saying 'going to a festival', try and say which festival and who you were going with and what band you really wanted to see.
- Ask everyone to nominate one thing that feels particularly significant to them, for good or bad reasons.
- Ask everyone to create a 'photo' of them at that event or moment – everyone freezing in their screens. Spotlight a few and bring them to life for a few moments, as if we've dropped in on them in that moment.
- Ask everyone to write a description of what they can see in that moment, what they're doing, what they can smell, taste, hear, feel – and what they feel inside.
- Talk about how to create those moments – what tricks can you use to make it look and feel like you're really there?
- Set the task – to create that moment as accurately as possible and in a way that sums up how you would have felt during it.
- Follow up by text to help people who get stuck.

Editing notes
Keep it simple – each moment should speak for itself.

Resources
- Task video.

Changes (a song)

Our final challenge is to write a song that sums up how your group members have changed - and how the world has changed - during lockdown.

Abigail Glasser has created a very simple motif as the basis of the song. We want you to build on that motif with your own instrumentation, lyrics, dancing and music video. How you do that is entirely up to you - we want it to be accessible to everyone, whether you're musical or not.

You could:
- Play a musical instrument.
- Create a beat using body percussion, homemade percussive instruments around the house (e.g. pots, pans and glasses).
- Write your own lyrics and either sing or speak them over the basic motif.
- Write harmonies.
- Add tones and atmospheric sounds (like bird song) to add texture.
- Write a melody and play it.
- Dance.
- Film something else for the music video.
- Anything else you can think of!

Suggested workshop structure
- Introduce the Topic for the week.
- Play some games to get everyone feeling comfortable - the more musical, the better (this might just involve singing a favourite song together).
- Do a musical audit - ask everyone what they have near them (or within them) to make music. Create a noise orchestra of everyone playing at once.
- Teach the basic parts of Abigail's song and get everyone to sing the lyrics she's written.
- Based on what everyone can do, set different tasks based on the ideas above, working with the motif and exploring what different people can add to it. It might be useful to turn all cameras/microphones off and have everyone go away for 10 minutes to practise.
- You might want to organise breakout or separate sessions for the more musical members of your company to work on something more complex.
- Create the lyrics for the song by asking everyone to write things that have changed since lockdown started, for them and for the world. Make a huge list and take elements to turn into lyrics.
- Work with your group to create a concept for a music video that works with your lyrics. This could involve re-using old footage from previous Time Capsule weeks, or an entirely new video.

Editing notes
This will depend a lot on what type of video you are making!

Resources
- Task video.
- Chord structure.
- Motif MP3.

Week by Week: Simplified tasks

If you are working with a younger or less confident group, have less time or want to work faster or if you're unable to meet with your group on Zoom, here are a list of simplified video tasks for each of the weeks.

Week 1: The Beginning
This task is designed to be a relatively simple start to the project: everyone is given a line and says it to the camera.

Week 2: Home Life
Film yourself (or ask someone else to film you) doing something you've done a lot during lockdown for 15 seconds.

Week 3: About Us
Choose three or four questions from the list and film yourself answering them, speaking direct to the camera, or film yourself writing the answers on a piece of paper.

Week 4: School
Make a list of the ways school is different when you do it at home and talk about it to the camera. Or film yourself (or ask someone to film you) doing a lesson at school on your laptop or phone.

Week 5: Social Distancing
Screen-record yourself writing a paragraph to a friend by text message (or in another messaging app). Or read out a message to a friend you haven't seen for a long time.

Week 6: Letting Loose
It's a really easy task anyway! Film yourself letting off steam in any way you want.

Week 7: Food
Film a plate of food from above and say five reasons why you've choosen to put it in the Time Capsule.

Week 8: Who We Live With
Interview someone you live with about what lockdown is like for them.

Week 9: When This Is Over
Think of one way in which you'd like the world to be different in the future. Write it into a single line, starting with the words 'When this is over'. Speak that line directly to camera.

Week 10: Characters of Lockdown
Think of a type of character you've noticed in lockdown. Use an object in your home to represent them and make them talk to the camera for 10 seconds about who they are.

Week 11: Mental Health
Write some post-it notes and stick them to your mirror to remind yourself to keep doing the positive things that have helped your mental health during lockdown. Film the notes one by one.

New Traditions
Think of a new tradition and ritual and film it for 30 seconds from an angle that helps us see it in a different way.

Night Time
Stay up late and audio record a minute of you talking about how you feel about night time during lockdown.

Entertainment
Talk directly to the camera about why a piece of entertainment that you really love is the best way to distract yourself during lockdown.

Clothes
Film yourself posing in the clothes you've worn most during lockdown, as if you were a fashion model.

(Not) Missing Out
Selfie-film your face very close up as if you are actually doing something that had to be cancelled because of lockdown. Describe what you can see, hear, smell, taste and how you feel.

Changes
Using the motif provided, write 4 lines about the ways in which you have changed during lockdown and say or sing them while filming something that relates to what your lines describe.