

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.

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Created by Ned Glasier and Company Three
Developed and distributed in partnership with Nick Hern Books

Updates As the project progresses, we'll update this blueprint on a weekly basis. Any changes we make to the existing pages will appear in a box like this. Each week we'll add the new weekly Topic and tasks at the back.

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

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www.companythree.co.uk | @company_three

Working in partnership with



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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 Coronavirus 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.

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

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.

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.

See the Support and Guidance section on page 7 for more information.



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 aggressively 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 anyone 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 V5.1: Making a shorter time capsule

If you are are making a shorter Time Capsule (for example, if you are starting now but know that lockdown will finish in a few weeks), here are two ways you could combine the early topics:

- **Combine The Beginning and Home Life - have everyone film their line while doing something they've done a lot while at home.**
- **Have one person record The Beginning monologue as a voiceover and edit it into About Us (and skip Home Life).**

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 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 chosen to put it in the Time Capsule.

Coming soon!

The Coronavirus Time Capsule is an iterative project that will grow and grow. The next set of week-by-week resources will appear in the next version of this blueprint and on our website.

If you're using this blueprint and you'd like to support it, please consider becoming a **C3 Friend** - a regular supporter of our work.

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