**Oral History Checklist**

Name of Project:

Interview Date:

Interview Location**:**

**INTERVIEW CHECKLIST**

|  |  |
| --- | --- |
|  | Signed release form (2 copies: 1 for interviewee and 1 for repository) |
|  | List of interview questions |
|  | Transcript |
|  | List of proper names and spellings |

Are there any restrictions:  Yes  No

If yes, please explain:

**INTERVIEWEE**

Interviewee Name:

Title or Position:

Organization:

Address:

Phone: \_\_\_\_ Email:

Birth Date (Optional): Month: Day: Year:

**INTERVIEWER**

Interviewer Name:

Title or Position:

Organization:

Address:

Phone: \_\_\_\_ Email:

**TECHNICAL INFORMATION:**

Length of interview (in minutes): \_\_\_\_\_\_\_\_\_\_\_

Camera/Recorder/Microphone used:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Digital |  |  | Audio |
|  | Analog |  |  | Video |

Interview Format (Check):

File Format? \_\_\_\_\_\_\_\_

Storage Medium (such as DVD, DV tape, SD card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Does this interview span multiple files or removable media types?  Yes  No

If Yes, how many?

Please list and technical issues with the recording, such as extraneous sounds on the recording or equipment problems: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERVIEW SUMMARY:**

Give a brief but substantive summary of the content of this interview (500 words or less).

**OUTLINE:**

List the interview questions in the order that they were asked by the interviewer.