**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.