



SAA ORAL HISTORY PROJECT Interview Checklist

Paperwork

___ Biographical Information Form/Resume – received, filed for transfer.

**Preferably, this form should be completed prior to the scheduled interview, so that the interviewee may formulate supplemental questions based on the interviewee's unique contributions.*

___ Release form, signed – (2 copies, 1 to Interviewee)

___ Transfer cover sheet completed - to be placed together with tapes/discs/cards

Before the interview

Pre-Interview:

___ Pre-interview phone conversation

___ Logistics: discussion of format type (audio or video), discussion of appropriate clothing (if video, business or business casual attire), discussion of interview space

___ General outline of topics shared

___ Review of interviewing tips/do's and don'ts

Equipment check:

**If the equipment you are using is not equipment you've used before, please test ahead of time, preferably, days before the interview takes place!*

___ Power adapter/extension cord check. Is the power on?

___ Media check – tape/disc/memory card loaded into camera/audio recorder? Extra tapes on hand and ready to go if necessary?

___ Microphone and volume check

___ Lighting check (if using video)

Space/interview room check:

___ “Do not interrupt” sign taped to door

___ Water and tissues plentiful and on hand? Where’s the closest restroom?

Interview

___ Introductory statement:

Today’s date, full names of interviewee and interviewer, time and place of interview. Make a statement that this interview is being conducted for the SAA Oral History Project and that the interview has agreed to sign a release form transferring copyright to the Society of American Archivists. Example:

“Good afternoon. My name is Lauren Kata, and I am here with Mr. Daniel Pitti. It is Wednesday, August 11, 2010. We are at the Marriott Wardman Park Hotel in Washington, DC, during the annual meeting of the Society of American Archivists. This interview is being conducted for the SAA oral history project. Mr. Pitti and I have agreed to sign a release form transferring copyright to SAA.”

Technical – after the interview

___ Photograph of Interviewee (if possible)

___ Tape/disc/memory card check – upon interview completion, media is removed, labeled, and placed into Ziploc/plastic bag. Transfer cover sheet completed..