

Oral History Checklist for Interviewer

Preproduction

1. _____ Select topic.
2. _____ Narrow topic.
3. _____ Research topic as needed to get background.
4. _____ Develop interview questions.
5. _____ Identify potential interviewees.
6. _____ Question potential interviewees to decide most appropriate person to interview.
 - a. _____ Determine if person has experiences relevant to the topic.
 - b. _____ Inform person of purpose of interview.
 - c. _____ Inform person he/she will be requested to sign a permission form.
7. _____ Get equipment and practice doing an interview.

Production

8. _____ Schedule and make arrangements for interview.
9. _____ Gather together everything needed to do interview.
10. _____ DO INTERVIEW.
11. _____ Get permission signed by interviewee and self.
12. _____ If any photographs are obtained, get photograph permission form signed and label photo with owner's address and telephone number.

Postproduction

13. _____ Type interview on computer. Someone other than the individual student can do this, if desired
14. _____ When finished, proofread and make corrections.
15. _____ Print hard copy and give to a friend to read and edit.
16. _____ Make editorial corrections.
17. _____ Print final copy of transcript.
18. _____ Label disk with name of software, name of interviewee, and address.
19. _____ Make copy of audiotape if putting it into an oral history collection.
20. _____ Write thank-you letter to person interviewed.
21. _____ Complete self-evaluation and give to teacher.

PERMISSIONS

EXAMPLE
Oral History Interview Agreement

The undersigned does hereby authorize **name/representative** to tape record and photograph an interview of:

Name of Person

The undersigned authorizes **name/representative** to use and display said audiotape, transcript, and photograph in any publication, multimedia production, exhibit display, advertisement, and/or online Internet production. The audiotapes, transcripts, and photographs become the property of **XXXX**.

In giving this permission, without fee or limitation whatsoever, and in consideration of the opportunity to participate in this oral history activity, I agree to release, discharge, and hold harmless **XXXX** and its **employees, agents, and volunteers OR descendants and estates** from any and all claims, actions, and demands of any nature, including but not limited to any claims of libel, defamation, or invasion of privacy arising out of or in connection with the use of said audiotapes, transcripts, and photographs.

Accepted and Agreed:

PRINT name of interviewee

Signature of interviewee

Address of interviewee

City/State/Zip Code

Telephone

PRINT name of interviewer

Signature of interviewer

Address of interviewer

City/State/Zip Code

Telephone

EXAMPLE
Photograph Consent Form

The undersigned hereby does authorize **name/representative** to photograph and/or copy photographs of:

Name of Photograph Owner

The undersigned authorizes **name/representative** to use and display said photograph (s) and reproductions in any publication, multimedia production, display, advertisement, or online Internet production and transfers said photographs or reproductions as property of the **XXXX**.

The undersigned also agrees that **name/representative** may use name and/or biographical information about the undersigned individual or individual in the images.

In giving this permission, without fee or limitation whatsoever, and in consideration of the opportunity to participate in this activity, I agree to release, discharge, and hold harmless the **name/representative** or its **employees, agents, and volunteers OR descendants and estates** from any and all claims, actions, and demands of whatsoever nature, including but not limited to any claims of libel, defamation, or invasion of privacy, arising out of or in connection with the use of said photographs or reproductions.

Accepted and Agreed:

PRINT name of photo owner

Signature of photo owner

Address of photo owner

City/State/Zip Code

Telephone

PRINT name of student

Signature of student

Address of student

City/State/Zip Code

Telephone