

**Interview Checklist**  
**(Use this for every interview!)**

This checklist contains administrative information that you want to go over with every interviewee DURING your interview. It will save you time & emails later.

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|--|--------|--|
| Set up and test equipment before interviewee arrives   | Y / N  |  |
| Once they arrive, test voice levels (count to 10)      | Y / N  |  |
| Explain and sign release form, nature of interview     | Y / N  |  |
| Ask permission to put content online, in a book, etc   | Y / N  |  |
| Ask where to "locate" the interview (mapping history)  | enter: |  |
| Permission to take & use their photo (after interview) | Y / N  |  |
|  |        |  |
| Other?   |        |  |