

ORAL HISTORY INTERVIEW CHECKLIST

Materials needed

- Recording device
- Interview Release Form
- Word processor (*afterwards – preferred*)
- Writing utensil
- Writing paper

- Identify the historical theme, event, or subject that will be the focus of the interview:

- Identify the person that you would like to interview.

Name of interviewee:

- Contact the interviewee. Schedule a date and time for the interview.

Date and time of interview:

- Complete your pre-interview research on the subject (if applicable).
- Compose a list of 15-20 questions that you would like to ask your interviewee.
- Ask the interviewee to sign the Interview Release Form.
- Conduct the interview, taking notes of immediate impressions throughout.
- Take a picture of the interviewee to include with the interview audio and transcription (if possible).
- Write recap of interview within the next day (preferably same day).
- Send the interviewee a thank-you note.
- Write outline of interview content.
- Transcribe interview (if necessary).
- Submit the final interview materials (e.g. recording, photo, outline, transcription) to the Louisburg Historical Society, c/o Louisburg Library District No. 1.