



Interviewer Checklist

- Composed and listed questions for interview
- Consulted with producer and other team members to compose questions that are specific to interviewee
- Assisted with background research for questions
- Distributed a list of questions to all team members and to teacher – this is very important
- Turned in questions to teacher at least **two days** before interview
- Recorded questions on note cards - to be turned in
- Dressed appropriately for interview
- Made sure sound levels were appropriate and accurate
- Checked to make sure water and tissue were available for interviewee
- Prepared all appropriate releases and forms
- Checked with all team members about equipment set up
- Helped secure all camera and sound equipment
- Collected any artifact or photo from veteran and cataloged each item
- Made sure all release forms were signed by you and by interviewee
- Placed all forms in folder
- Made sure tape was archived properly with your name, date and name of veteran

Name _____

Project Name _____

Date _____