

ORAL HISTORY PACKET CHECKLIST

- _____ Interview Training: “Three P’s of An Oral History Interview” (Preparation, Process, Product)
- _____ Interview Checklist: what you should bring to an interview
- _____ IRB (Institutional Review Board) Consent Forms 1 & 2
Part 1: Narrator Biographical Survey*
Part 2: In-depth Oral History Interview*
- _____ Narrator-Interviewer Agreement Form*
- _____ Narrator Biographical Survey (2pages)*
- _____ Photo Consent and Log*
- _____ Interview Questions
- _____ Proper Names/Nouns Form
- _____ Field Notes (sample)
- _____ Transcript (sample)
- _____ Time Log (sample)
- _____ Abstract & Keywords (sample)
- _____ File Naming Guidelines

Items in red ending with an asterisk (*) need to be submitted to Viet Stories Associate Director as completed, signed HARD COPIES. They will NOT be posted online in the digital archive but remain filed as part of the administrative records.