



INTERVIEW CHECKLIST

***These are items you should bring with you to your scheduled Oral History Interview!**

- Digital recorders (Bring equipment instruction book)
 - Bring 2: one main recorder, and one as back-up
- Recorder accessories
 - AC adapter cords
 - SD memory card(s)
- Batteries for recorder (use fresh or fully recharged or take extras)
- Extension cord
- Paper, pencil & pen
- Visual props to jog memory (photos, documents, maps, etc.)
- Wristwatch (helps monitor recording)
- IRB consent and legal release documents
- Interview questions, and/or outline
- Narrator Biographical Survey form (completed or to-be-completed)
- Digital Camera (to take pictures of narrator and other significant items pertaining to the interview)