

Community Memory

Preserving history through conversations

Newfane, Brookline, Williamsville, South Newfane VT

Before the Interview

- _____ Have an idea of what you hope to learn from the person and some questions ready.
- _____ Contact the person and explain the project and what you'd like to interview them about.

For someone you don't know that well, you might say something like *"Hi, this is Jane Doe, and I'm working on an oral history project with the library and historical society. Mark Smith said you used to live in the house that got relocated to Dover and I was wondering if I could interview you about growing up there."*

Explain that you will **record the audio** of the interview and that you'd like to **take a photo** of the person or scan an existing image (if they volunteer that they want to add more images, great, but try not to overwhelm them with too much info at this initial call).

- _____ Decide on your recording technology.

Give them options of how the interview will be conducted: **Tascam audio recorder** (with ten foot cable), **smart phone** (that you drop off or do in person), or **zoom**.

- _____ Set a date and time. Give yourself an hour and a half (15 minute set up, hour interview, 15 minute wrap-up).

- _____ Get their physical address and any special directions for in-person, get their email address for a zoom interview.

- _____ If you set up the interview more than a week in advance, give them a call a few days before to confirm.

- _____ Before you go out, make sure you have all your release forms and equipment together.