

# Community Memory

*Preserving history through conversations*

Newfane, Brookline, Williamsville, South Newfane VT

## Day of the Interview

- \_\_\_\_\_ Check your equipment - make sure everything is charged or double check the zoom info.
  
- \_\_\_\_\_ In the warm-up phase, thank the interviewee for helping out with the project, explain that all the interviews will be stored on a web site, let them know that they have ultimate say on what gets used, and go over the release form, but tell them they won't sign it until after the interview. Let them know that you hope to focus that interview on one (or more than one) topic, and that you can set up another time to talk about other stuff that they might like to share. Answer any questions they have.
  
- \_\_\_\_\_ Do an equipment check live -- if using Tascam or smart phone, check the settings, and do a sound check. If on zoom, make sure you hit "record".
  
- \_\_\_\_\_ As you are interviewing, keep an eye on the equipment. Watch out for blinking lights, error messages, low battery warnings, etc.
  
- \_\_\_\_\_ As you are interviewing, keep your two cents to yourself. Write down any follow up questions you might have and ask them as the interview goes on; write down any part of your own experience you want to share, and then do that after the recorder is off. This is the interviewee's time to shine.
  
- \_\_\_\_\_ After the recording equipment is off, ask the interviewee how the interview was for them, and see if they're ready to sign a release form. If there's any part of the interview they want redacted or put on ice, make sure that's on the release. \*\*\* can we just erase it from the tape right then and there?\*\*\*
  
- \_\_\_\_\_ Try to get a photo (make sure you have the photo and scan release forms)
  
- \_\_\_\_\_ Send them a hand-written thank you note as soon as you get home (your mother would be proud of you for doing this and it will make the person feel really good)