

## INTERVIEW CHECKLIST

### **BEFORE YOU LEAVE HOME**

(but after preparatory conversation & arranging appropriate meeting place and time)

- test the equipment.
- leave plenty of time to get there (take phone number & a map!).

### **TAKE THE FOLLOWING**

- recording equipment
- batteries and/or extension lead
- Plenty of space on the memory card
- list of topics / questions
- photographs and other memory triggers if appropriate
- pen and notepad
- a large padded envelope for items you may be lent
- camera (optional but useful to take a portrait photograph of

interviewee)

### **ON ARRIVAL**

- relax, explain aims/process/outcomes/permissions.
- choose appropriate room (comfortable, quiet, soft furnishings ....).
- set up equipment & seating ....

### **WHILE RECORDING**

- record identification at the start of each track
- check recording levels after 5 minutes (& if in doubt!).
- notepad (or use question sheet)
  - \* proper names/places/dates.
  - \* non-verbals.
  - \* points to return to
- check time/track counter as you go.

### **AFTER RECORDING**

- written permission - consent to use material
- check spellings of proper names in notepad.
- check interviewee knows what happens next
- **RELAX!** and spend time with interviewee if appropriate

### **A.S.A.P.**

- Return digital recorder to project team
- complete interview documentation e.g. transcript or summary
- write thank you letter to interviewee (and send copy of disc).