

4. Tape Introduction Text Format

"This is an interview with _____
[full name]

[present/former/retired?/institutional affiliation]

of _____, _____. [city and state of current residence]

[here, you may give a one-sentence biographical sketch of this person's activities relevant to the focus of this oral history]

This interview is being conducted on _____, 20____, [date]

at

[place of interview]

on the occasion of _____
[note if it's some special occasion]

The interviewer is _____
[interviewer's name] representing the NNDPA

BEFORE BEGINNING YOUR INTERVIEW, PLEASE ASSIST THE NARRATOR IN COMPLETING:

- (1) THE RELEASE FORM AND (2) THE BIOGRAPHICAL QUESTIONNAIRE.

TAKE TIME TO EXPLAIN ALL ASPECTS OF THE INTERVIEW AND HOW IT MAY BE USED;
ASK QUESTIONS TO BE SURE THAT THE NARRATOR UNDERSTANDS.
THANK YOU!