

6. Pre-Interview Checklist

___ Good quality 60-minute blank tapes for the interview (the plastic tabs should still be intact at the back of the cassette); bring twice as many tapes as you think you'll need.

___ Formal introduction recorded on tape 1, side A. ___ Recorded introduction double-checked for sound quality, then stopped at end of introduction.

___ Audiocassette tape recorder, with ALC (automatic level control) switched on.

___ Remote microphone(s), switch turned to on--you'll see red on the battery case(s).

___ Extension cord.

___ Three-prong adaptor.

___ Two sets of the correct size batteries (if possibly needed).

___ Camera with film in it (preferably, black and white).

___ Narrator/Interviewee's address and directions.

___ Biographical questionnaire form.

___ Release agreement to be signed by both you (the interviewer) and the narrator.

___ Deed of Gift form, Reproduction Permission Form, and brochure about the Center.

___ Pen or pencil.

___ Paper.

___ Cup for water for narrator if that might prove helpful.