

Interview Checklist

Before you leave:

- Digital recorder
- batteries and extra batteries
- tripod
- release forms (2 copies of each)
- notebook, pens
- questions
- watch/timer (phone does not work well, because phone distracts)
- check to make sure the SD card is empty, make sure you have the right SD card
- bring directions
- plan to get there 20-30 minutes early to scout, set up
- take cell number of interviewee with you

Once There:

- don't film into a window, keep recorder close to person, have interviewee look at interviewer, not camera, be alert to background noise
- do a test of sound and video before beginning interview (bring headphones)
- go over release forms with interviewee, make sure each of you has a signed copy of form
- turn off your phones
- do NOT forget to hit "record" before you begin interview
- at end of interview, make quick check to see if all recorded well.

After Interview:

- BACK UP SD CARD ASAP
- write down questions you wished you asked but didn't
- write down notes (what person was wearing, body language, observations that wont be on tape, things to follow up on, etc.)