
Oral History Checklist

- Preparation for interviews.
- Familiarize yourself with the project goals.
- Get training on the equipment.
- Conduct general background research.
- Conduct interview-specific background research.
- Develop interview guide, questions, and themes.
- Be prepared with legal release.
- Schedule interview.
- Arrive on time and bring everything you need.
- Arrange the interview setting.
- Make the setting as comfortable as possible.
- Get release form signed.
- Don't interview more than 1.5 hours.
- Help your interviewee relax and stay focused.
- Clarify and probe, but don't argue.
- When finished, leave the recorder running for a little bit.