1. WHAT TO BRING FOR YOUR INTERVIEW

☐ Video Camera: with an external microphone input

☐ Tripod

☐ Microphone: clip on or hand held with stand

☐ Cables: power for camera and microphone cable

☐ Recording Media: tapes or memory cards

☐ Lighting: Lamp or other light

☐ Extra batteries

☐ Lens cleaner

☐ Interview questions list

☐ Release form

☐ Paper, pencil & pen

☐ Digital Camera (to take pictures of narrator and other significant items pertaining to the interview)

☐ Wrist watch (helps monitor recording)

☐ *Extension cord

☐ *Direction to the interview location (if you don’t know how to get there)

☐ *Visual props to jog memory (photos, documents, maps, etc.) **You may ask an interviewee to prepare these for your interview.
CHECK LIST FOR ORAL HISTORY INTERVIEW

2. INTERVIEW STEPS SUMMARY

Step 1: Preparation – Equipment

☐ Prepare all equipment

Step 2: Pre-Interview

☐ Research interviewee
☐ Create interview question list
☐ Make an appointment

Step 3: Interview

☐ Set-up the interview location
  ☐ Remove all noise distractions: turn off cell phones, fans, clocks, and pick a location away from a busy street.
  ☐ Use natural lighting or add lights for good picture.
☐ Conduct the interview
☐ Wrap-up the interview
  ☐ Provide the narrator with the release form to sign.
  ☐ Label, date, and record location information and interviewer and interviewee names.
  ☐ Take a photo of an interviewee

Step 4: Review

☐ Review the recording and edit if needed.
☐ Transcribe the interview
☐ Check specific name spelling and places with the narrator as needed.
☐ Make copies of the recording and send one to the narrator with your thanks.

Step 5: Share

☐ Share your interview online!
  http://www.DiscoverNikkei.org/nikkeialbum/