



## CHECK LIST FOR ORAL HISTORY INTERVIEW

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### 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.



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### 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/>