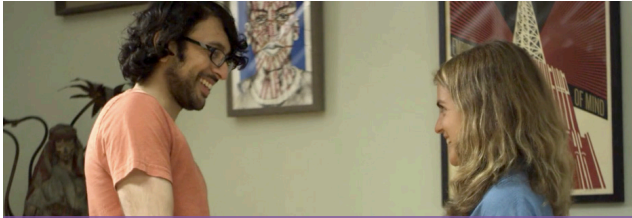


THE INTERVIEW PROCESS



1. ORIENT PARTICIPANT

Greet your interview partner. Explain the process and plans for sharing the interview. Let the person know if you will be taking notes, how long the interview will be, and that you will take breaks.



2. PREP & SET UP

Set up in an area that is comfortable and conducive to good sound quality. If you are setting up in a new space, arrive early, and prepare to answer any questions. Set up your recorder and/or microphones. Make sure the microphones are five inches away from each participant's face.



3. SOUND CHECK

Do a soundcheck by asking simple questions to check levels. Be sure to listen for any background noises as well. Make adjustments, if necessary.



4. RECORD

Begin with a specific time or topic in your interview partner's life that most interests you. Use StoryCorps' Great Questions list for inspiration. Ask follow-up questions to get deeper into a story. Questions that encourage vivid details can make the interview special.



5. PHOTO

Ask about taking a photo together. This will be a great visual element to have alongside the audio of the interview.



6. CONSENT/PAPERWORK

Once the interview is over, discuss sharing the recording, as well as any necessary release forms.



7. PACK-UP & CLOSING

Thank participants for their time, and for taking part in a recording. Be sure to give them your contact information in case they have any future questions about the Interview.