

Oral History Interviewer Checklist

To be completed during the interview process and returned with documents

Interviewee name:		
Interviewer name:		
Date of initial contact:		
Date of preliminary meeting:		
Interviewee Information Form completed:	<input type="checkbox"/> (please ensure at minimum all contact details, date and place of birth are completed)	
Recording Agreement form explained & signed:	Yes/No*	Restrictions**:
<p>* Please note that recordings cannot be accepted into the CO Oral History Project repository without a completed recording agreement</p> <p>** Any restrictions will need to be agreed to with the OH Manager prior to acceptance of the recording</p>		
Date (s) of Interview:		
Place of Interview:		
Photograph of interviewee taken?	Yes/No*	If no, reason:

<u>Accompanying material</u>	Photographs	Documents
Number provided:		
To be returned?	Yes/no	Yes/no
Comments:		

