

Central Otago Oral History Project



INTERVIEWER CHECKLIST

To be completed by the Interviewer during the interview process and returned with other 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>* Note that recordings cannot be accepted into the Central Otago Oral History Project repository without a completed recording agreement.</p> <p>** Any restrictions will need to be agreed to with the Project Manager prior to acceptance of the recording.</p>		
Date(s) of Interview		
Location of Interview		
Photograph of interviewee (head & shoulders shot)	Yes / No *	If no, reason why?
Accompanying material	Photographs	Documents
Number provided		
To be returned?	Yes / No	Yes / No
Comments:		

Focus of the Interview (interview topics)	
Summary of Interview content:	<i>Please include places lived, main family names, schools, occupations, topics of interest e.g. major events, interests or hobbies and so on which are talked about in the interview. This information will also be helpful for writing a summary for the website.</i>

For administrative use only

Accession number		
Archives reference number (box no)		
Copies to be held by another repository?	Yes / No	Agreement in place? Yes / No
Interviewee copies delivered (date and to whom)		
Comments		