

Central Otago Oral History Project

Interview Checklist



To be completed by the Interviewer.

Interviewee		
Interviewer		
Date(s) of the interview		
Location of the interview		
Interviewee information form is completed (tick)	<input type="checkbox"/>	<i>Minimum requirement: all contact details, date and place of birth.</i>
Recording agreement completed and signed (circle)	Yes / No *	Restrictions **
<p>* Recordings cannot be accepted into the COOHP 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>		
Privacy issues / sensitive content	<p><i>If something is said that may cause concern if published, discuss with the interviewee, note the issue and the recording time. It will be checked in editing.</i></p>	
Head and shoulders photograph of interviewee (circle)	Yes / No	If no, reason why?
Interviewer has written/will write an Abstract (circle)	Yes / No	
Supporting material	Photographs	Documents
Numbers provided		
To be returned?	Yes / No	Yes / No

Themes and topics covered in the interview	<i>Please refer to Themes and Topics document.</i>
Locations of the themes and topics	
Years covered in the interview (range)	
Summary of the interview <i>The information you provide will be used to write the interview's introductory text for the website.</i> <i>Please include all the main points the interviewee talks about.</i>	