

Names of Interviewers: _____

Name of Interviewee: _____

Date: _____

THINGS NEEDED FOR INTERVIEWS CHECKLIST

1. List of thoughtful, researched, and RELEVANT questions (at least 15)	___	___
2. Recorder (with batteries)	___	___
3. Extra AA batteries	___	___
4. Notebook/paper to take notes on	___	___
5. Pen or pencil (NO CLICKY PENS)	___	___
6. Camera for video and photos	___	___
7. Camera Case	___	___
8. Recorder Case	___	___
9. Tripod Case	___	___
10. Fully Charged Camera Batteries	___	___
11. Camera Stand/Tripod	___	___
12. Headphones	___	___
13. All connecting cables and extension cord	___	___
14. All memory cards (Empty upon arrival)	___	___
15. EARS, EYES, AND BRAIN!	___	___
	In	Out

****In:** Check each space if you have brought this item to your interview.

****Out:** Check each space if you have packed up this item after the interview.

ALL ABOVE SPACES MUST BE CHECKED AT THE END OF EVERY INTERVIEW

Please place a "Check" for yes and an "X" for no in the spaces provided:

BEFORE YOU GO:

1. Both camera batteries are charged. _____
2. All three memory cards are empty. _____

AFTER THE INTERVIEW:

1. I have re-charged both camera batteries. _____
2. I have safely downloaded my data from all three memory cards and they are now empty. _____