

*Catching Stories*  
Sample Form for Proper Nouns and Terms and Borrowed Materials

Organization contact information: \_\_\_\_\_  
name, address, phone, fax, e-mail, Web site

Interview number (*for internal tracking and indexing*): \_\_\_\_\_

Interviewee  
Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Date, time, and place of interview: \_\_\_\_\_

Interviewer  
Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Interview topic(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all personal names, place names, and other proper nouns and provide correct spelling. Be sure to list any words that may be unclear.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain any technical terms used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please spell out any acronyms used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of photographs borrowed from interviewee:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of documents or artifacts borrowed from interviewee:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain arrangements for return of borrowed materials:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_