Catching Stories
Sample Interview Log

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

Interview number (for internal tracking and indexing): __________________________________________

Interviewee
Last name: _____________________________________ First name: ________________________________________

Address: ____________________________________________________________________________________

Phone
Home: _____________________________ Work: ___________________________ Cell: ____________________________

E-mail: ______________________________________________________________________________________

Date, time, and place of interview: _______________________________________________________________

Interviewer
Last name: _____________________________________ First name: ________________________________________

Phone
Home: _____________________________ Work: ___________________________ Cell: ____________________________

E-mail: ______________________________________________________________________________________

Approx. length of interview: ____________________

Recording medium/format: _____________________ No. of tapes (if applicable): ___________

Interview topic(s):
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Checklist:

_____ Informed consent form signed (if required)
_____ Legal release signed
_____ Proper nouns/technical terms explained (listed separately)
_____ Life history form completed
_____ Recording labeled (audio identification and physical label)
_____ Photographs, artifacts, and/or documents borrowed from interviewee (listed separately)

(Y) (N) The interviewee would like a copy of the interview in ________ format

Interview notes (describe anything that a transcriber or researcher may need to know about the interview, such as the physical location, the presence of other people, background sounds, or recording problems):

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

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