

**SAMPLE**

## INTERVIEW COVER SHEET and CHECKLIST

Full (complete) Name of Interviewee \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_

Complete Address \_\_\_\_\_

Telephone Number(s) (home) \_\_\_\_\_  
(work) \_\_\_\_\_

Email: \_\_\_\_\_ Date/time of interview: \_\_\_\_\_

Place of interview (town/county/state): \_\_\_\_\_

No. of original tapes/CDs \_\_\_\_; Approx. length of interview: \_\_\_\_ minutes

Full (complete) Name of interviewer \_\_\_\_\_

Please complete this checklist. Return the checklist along with the tapes (listening copies) and the related materials to the Southern Oral History Program.

\_\_\_\_ Abstract, both hard and digital copies (see attached example)

\_\_\_\_ Interview Agreement (release form)      \_\_\_\_ Field Notes      \_\_\_\_ Proper Word Form

\_\_\_\_ Vitae or resume from interviewer      \_\_\_\_ Life History Form      \_\_\_\_ Vitae from interviewee  
(if applicable)

Are your fieldnotes to be made available to researchers who request them? \_\_\_\_ (If not, contact Jackie Dean, SHC, to discuss your concerns and options.)

Does the interviewee have photographs that we should/may copy? \_\_\_\_\_

Does the interviewee have papers or records that we should/may consider for archival collection? \_\_\_\_\_

Would the interviewee like a copy of the interview(s) and/or transcript? Please specify. \_\_\_\_\_

Comments (circumstances of the interview session of which the SOHP should be aware): \_\_\_\_\_

