

Checklist for complete Oral History Interview

- Set of at least **20 questions** related to your interview topic.
- Completed **Release Form** signed by the interview subject
- Photographs** of the interview subject taken at the time of the interview
- Historical photographs or other documents **to be scanned** (provided by the subject)
- Audio **tape** of the interview, properly labeled:
 - Name of Interview Subject
 - Name of Interviewer
 - Location and Date of Interview
- Complete verbatim (word for word) **transcript** of the interview