



ORAL HISTORY INTERVIEW CHECKLIST

- Tape recorder (Bring equipment instruction book)
- Recorder accessories
 - AC adapter cords
 - external microphone
- Microphone accessories
 - stand
 - cord
 - batteries
- Batteries for recorder (use fresh or fully recharged or take extras)
- Extension cord
- Blank tapes, labels, (bring extra cassette tapes)
- Paper, pencil & pen
- Visual props to jog memory (photos, documents, maps, etc.)
- Wrist watch (helps monitor recording)
- Tapes, type 1, 60 or 90 minute
- IRB consent and legal release
- Interview questions, and/or outline
- Biographical information form (if used)
- Camera (to take pictures of narrator and other significant items pertaining to the interview)