

**Housatonic Heritage Oral History Center at
Berkshire Community College**

Interview Checklist

Project Name _____

Interview scheduled? Date & Time _____

Contact Information _____

Location _____

Pre-Interview Conversation

Crew Confirmation

Names: _____

Equipment ready?

Audio or Video (circle one)

Interview

Release/Deed of Gift signed by interviewer/interviewee

If Audio only, possible portrait

Back up on hard drive

Copy to another drive

Transcript; if not possible, log/index

Interview File sent to narrator

Transcript audited & changes made

Transcript sent to narrator

Final transcript complete

Metadata form complete

File sent to archive

Student involvement

Name & Class



Housatonic
Heritage

Housatonic Heritage Oral History Center at Berkshire Community College

www.theoralhistorycenter.org

jmonachina@berkshirecc.edu

413-236-1025