


PARTICIPATION OPTION 1








ORAL HISTORY PROJECT (20-200+ INTERVIEWS)

 PLANNING	 INTERVIEWS	 ABSTRACTING	 TRANSCRIBING	 CELEBRATION DAY	 ARCHIVING
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JULY 4, 2026

PT = Project Team

2023 		
<input type="checkbox"/>	July	Create a project team (PT). This team will plan your project and make it happen.
<input type="checkbox"/>		PT: begin a preliminary discussion about the project.
<input type="checkbox"/>		PT: go over the different sections of the Project Team Discussion questions.
<input type="checkbox"/>		PT: define the scope of your project. Set a realistic goal for exactly how many interviews you will do (between 20 and 200). Keep in mind that processing the interviews will require many hours of work. <i>On average, it takes approximately 10-15 hours of typing for every hour of recording to do a transcript. An abstract will take approximately 2 hours of typing for an average 3-hour interview.</i>
<input type="checkbox"/>		PT: begin cost discussions. Begin searching for grants if they are needed.
<input type="checkbox"/>	July	PT: Decide on how many interviews you will do (between 20 and 200).
<input type="checkbox"/>		PT: If applying for a grant, check the requirements for various grants to make sure that they fit your project. Contact other facilities such as museums, existing archives at universities or state entities if you need help finding agencies that offer grants. Begin applying for any grants that may fit your project.
<input type="checkbox"/>		PT: If you have existing funds and will need to purchase equipment such as digital recorders, now is the time to decide which one you will purchase and place your order.
<input type="checkbox"/>		PT: Decide who will be conducting the interviews. If they will need training on how to do interviews, contact the New Mexico Farm and Ranch Museum (NMFRHM) to set up a live Zoom training, or request the link to a pre-recorded training.
<input type="checkbox"/>		PT: Decide if you will only abstract the interviews or do both abstracts and transcripts. If you decide to do transcripts, begin discussions about who will transcribe the interviews. If you decide to do abstracts only, decide who will listen to the recordings and type up the abstract.
	July	Schedule and complete training for those conducting the interviews.
<input type="checkbox"/>		PT: Purchase the digital recorders if you need them for recording the interviews.
<input type="checkbox"/>		PT: Purchase an external hard drive if desired where you will save your interview recordings and PDF copies of interview file contents.
<input type="checkbox"/>		PT: Begin to gather names of people you would like to interview.
<input type="checkbox"/>		PT: Prepare a sample contact letter if contacting via mail. Mail the letters. If contact is made in person, call to make an appointment with them to discuss their participation in the project.
<input type="checkbox"/>		PT: Begin scheduling interviews as affirmative responses start coming in from your contact letters.
<input type="checkbox"/>	August	PT: Begin forming your interview question set. It is wise to ask the same basic questions to everyone so that your interviews are consistent. You may add additional questions to the basic questions

		depending on the experiences of the person you are interviewing. For example: if they were the mayor of your community, or a tribal leader, you may wish to add specific questions about that.
□		PT: Complete your interview question set and make any additions/corrections. <i>Refer to the interview sample question sets in the project packet.</i>
□	Sept	Set a date for your first interview. Interviews typically are 3-4 hours; however, they may be shorter or longer depending on how tired the person being interviewed gets, or if they have a lot of very good information that you want to capture.
<div></div>		
□	Sept	Begin conducting interviews.
□		Download the Sound Organizer 2.0 software (free) to your computer. <i>See Processing Information Sheet in the project packet.</i> Consult your IT person for permissions to download this software if . You may also need to run the Terms of Use through legal before downloading the software.
□		PT: Begin thinking about what you will do as the “final hurrah” for your project, culminating on July 4, 2026. This will serve as the celebration of your project, and a celebration of your efforts to obtain and preserve our state’s rich history and heritage.
□	Sept-Nov	Calculate your interview schedule using the following <u>example</u> : May 1, 2023-Dec 31, 2023 = 32 weeks Jan 1, 2024-Dec 31, 2024 = 52 weeks Jan 1, 2025-Dec 31, 2025 = 52 weeks <div> 136 weeks total Jan 1, 2026-July 4, 2026 = reserved for tying up loose ends and prepping for celebration day on July 4, 2026. If you conduct 1 recorded interview every week in 2023-2025, you will have completed 136 interviews. <u>If you choose to do abstracts only</u>, you should complete 1 abstract every week to have an abstract for each of those 136 interviews by the end of December 2025. <u>If you chose to do transcripts</u>, you will need to allow 2 weeks to complete the transcript (in addition to the 1 week needed for the abstract). **Recommended: Do an abstract for every interview and do as many transcripts as you can do. At the very least, you should have an abstract for every interview. This abstract will be needed if you archive your interview collection. Knowing what was discussed in each interview is very important and makes the interview usable.</div>
□	Nov-Dec	Continue the interview/abstract processing schedule you have set.
<div>2024</div>		
□	Jan-March	PT: If you have chosen to hire someone to transcribe your interviews, now is the time to decide on transcription funding and who will be hired to do the transcribing. If you need funding from other sources, it is also time to discuss making grant applications.
□		Continue scheduling interviews. Continue the interview/abstract processing schedule you have set.
□	April-June	Continue scheduling interviews. Continue the interview/abstract processing schedule.
□		Follow-up on any grant applications you have made.
□		Check the progress of the abstracts. Are they being completed in a timely manner? <i>You don’t want to fall behind. What is the status of the transcripts if you have chosen to do transcripts?</i>
□	July-Sept	Continue scheduling interviews. Continue the interview/abstract processing schedule.
□	Oct-Dec	Continue scheduling interviews. Continue the interview/abstract processing schedule.

Congratulations - you are doing great! You are ½ way to your goal.

2025



<input type="checkbox"/>	January	PT: Re-visit how you will present your project on July 4, 2026. Will it be part of the day's celebration? Will it be displayed for several months prior to July 4, 2026 and then combine it with the invitation of several people you interviewed to appear as special guests on July 4, 2026 <i>Refer to the final section of the Project Team Discussion Questions (page 3) for ideas or come up your own.</i> What do you think the people in your area or community like to know about the project?
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	February	PT: Based on the discussion in January, begin planning the details of your completed project's reveal and the special things you will do on July 4, 2026.
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	March	PT: Continue discussion on the project reveal and activities on July 4, 2026.
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	April	PT: Begin thinking about what you will do with all the interviews you have collected. Will you donate them to an existing archive either at your facility or at another facility whose scope of collection includes items such as your interview collection. Now is the time to make inquiries.
<input type="checkbox"/>		PT: If you will be created your own archive from scratch, begin discussions on where you would put your collection, steps to create an archive, and what you will need to create an archive from scratch. <i>Feel free to contact other archives and the New Mexico Farm and Ranch Museum for guidance.</i>
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	May	Check your progress and adjust your interview and processing schedules if needed.
<input type="checkbox"/>		PT: Discuss your project reveal (exhibit/display) and July 4, 2026 celebration activities.
<input type="checkbox"/>		PT: Create a punch list of things that need to be done for your project reveal and July 4, 2026 celebration.
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	June	PT: Begin work on exhibit/display design elements and purchase any needed materials.
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	July	<i>You are 12 months away from the July 4, 2026 celebration. Congratulations on all your hard work thus far. You are doing great! You can do this!</i>
<input type="checkbox"/>		PT: Continue working on exhibit/display elements.
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.


<input type="checkbox"/>	August	PT: Continue working on exhibit/display elements. How will your exhibit/display be laid out? What is the color scheme, if any? Will it be text and graphics (photos), text only, or photos only. A collage of photos of everyone you have been interviewing would be great. <i>Remember that the release form that each person interviewed signed at the start of their interview gives you permission to use their photos and interview audio and/or text. If you don't have a signed release form, you cannot use any of the interview items. If you have un-signed release forms, revisit the person interviewed to obtain their signature.</i>
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	Sept	PT: Meet to discuss any incomplete items and finalize your project reveal and celebration day plans.
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	October	PT: Discuss how you will advertise your project, project completion, and the events scheduled for July 4, 2026.
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	Nov	Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	Dec	Continue scheduling interviews. Continue the interview/abstract processing schedule.

Way to go, team! You have six months until the big celebration. Awesome job!

2026



<input type="checkbox"/>	Jan	You should have completed all your interviews and completed an abstract for each interview. If you chose to transcribe the interviews, you should be wrapping up remaining interview transcripts.
<input type="checkbox"/>		PT: If you choose to have your project on display prior to July 4 th celebrations, you should have finalized your exhibit/display. Now is the time to begin installation of the exhibit/display.
<input type="checkbox"/>	Feb	PT: Set a date for the opening of your exhibit/display and begin to fabricate and install exhibit/display components. Will all those interviewed be included (photo collage) or will you focus on selected interviews.
<input type="checkbox"/>		PT: Complete fabrication for exhibit/display.
<input type="checkbox"/>	March	PT: Install all components of your exhibit/display.
<input type="checkbox"/>		PT: Contact media re: your exhibit/display opening. Finalize any exhibit/display opening activities. Will you have punch and cakes/cookies? Will you invite some of the people you interviewed? <i>Be creative. You are limited only by your imagination.</i>
<input type="checkbox"/>	April	PT: Make contacts and decide on activities for July 4, 2026. What will your celebration be like? Who will attend? <i>Remember to include signage, decorations, location, music, food, special guests, and a program in your discussions.</i>
<input type="checkbox"/>		PT: Create a punch list of things that are needed for July 4 th celebrations.
<input type="checkbox"/>	May	PT: Purchase and/or make any decorations needed for July 4 th .
<input type="checkbox"/>		PT: Assign specific for your July 4 th celebration tasks to members of the project team or members of the community.

□	June	PT: Continue earlier discussions about archiving your oral history collection after July 4, 2026. <i>If you choose to create your own archive, you will need to discuss supplies (such as archive boxes) and get those ordered.</i>
		PT: The final preparations should be completed for July 4, 2026 celebrations.



July 4, 2026
 You did it!
 Congratulations!
 Have a wonderful
 celebration.



Now is the time to begin the archive process. If you are creating an archive from scratch, begin making decisions on where you will house your interview collection. *Draw on the knowledge of other archives.*

If you have chosen to donate your interview collection, contact archives in your area.