

**Consultant** (person interviewed): \_\_\_\_\_

### INTERVIEW CHECKLIST

AT THE INTERVIEW	DATE
Standard Agreement for Donation Form	
Demographic Form	
Genealogy Chart	
Photo and Document Inventory	
Consultant Photo Taken	

PROCESSING	DATE
Digital Recording Downloaded	
Working Copy of Digital Recording Made	
Interview Folder Created	
Letter of thanks to Consultant	
Consultant Packet Prepared	
Photocopy All Photos and Loaned Documents	
Consultant Photos and Documents returned	
Transcription Begun	
Transcription Completed	
Transcript Copy Sent For Audit/Edit	
Transcript Returned – Corrections Begun	
Corrections Completed	
PDF Copy of Transcript Created	
Consultant Copy of Transcript Printed	
Museum Copy of Transcript Printed	
Consultant Copies of all Forms	
Consultant Copies of Digital Recording	
Abstract Begun	
Abstract Completed	
Abstract sent for Audit/Edit	
Abstract Returned – Corrections Begun	
Corrections Completed	
PDF Copy of Abstract Created	
Consultant Copy of Abstract Printed	
Archive Copy of Abstract Printed	

MAILINGS, DOCUMENTATION, ARCHIVE	DATE
Consultant Packet Mailed	
Interview Accessioned to Archive	