

PARTICIPATION OPTION 2


ORAL HISTORY TIMELINE




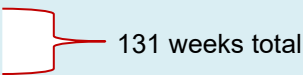



(1-20 INTERVIEWS)

 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 1 and 20). 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 budget discussions. Begin searching for grants.
<input type="checkbox"/>	July	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. <i>See Equipment Information Sheet.</i>
<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. <i>Refer to the Processing Information Sheet.</i> If you have chosen to also do a transcript of your interviews, you will need to make a decision on who will be typing up the transcripts. If you need to hire a transcriber, you should begin your search for that person, and discuss your options for funding. Transcription is expensive. You may need to apply for a grant for funds. <i>Refer to the Processing Information Sheet.</i>
	July	Complete training for those conducting the interviews.
<input type="checkbox"/>		PT: Purchase the digital recorder(s) you will need for recording the interviews.
<input type="checkbox"/>		PT: Purchase an external hard drive where you will save your interview recordings and PDF copies of interview file contents (completed and signed forms etc.) <i>If you are going to donate your interviews to an archive, then you will not need an external hard drive. You could save the interviews and abstracts/transcripts on a flash drive.</i>
<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"/>	Aug	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.
<input type="checkbox"/>		PT: Complete your interview question set and make any additions/corrections. <i>Refer to the samples in the Question Sets folder in the project packet.</i>
<input type="checkbox"/>		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.
  		
<input type="checkbox"/>	Sept	Begin conducting interviews.
<input type="checkbox"/>		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 needed. You may also need to run the Terms of Use through legal before downloading the software.
<input type="checkbox"/>		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.
<input type="checkbox"/>	Sept - Nov	Calculate your interview schedule using the following <u>example</u> : July 1, 2023-Dec 31, 2023 = 27 weeks Jan 1, 2024-Dec 31, 2024 = 52 weeks Jan 1, 2025-Dec 31, 2025 = 52 weeks 
		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 131 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 131 interviews by the end of December 2025. <u>If you chose to do transcripts</u> , you will need to allow at least 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 by the public.
<input type="checkbox"/>	Nov-Dec OH	Continue the interview/abstract processing schedule you have set.
2024   		
<input type="checkbox"/>	Jan-Mar	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.
<input type="checkbox"/>		Continue scheduling interviews. Continue the interview/abstract processing schedule you have set. If you have chosen to create a mini exhibit of your oral history project to run at the same time as your Liberty Tree exhibit, you should begin thinking about what you will need to purchase, how you will construct it, where it will be located.


		Set a date for the opening of this mini exhibit.
<input type="checkbox"/>	Apr-June	Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>		Follow-up on any grant applications you have made. <i>If you have been unsuccessful at obtaining grants, search other options. Perhaps there is another facility that you can partner with such as a university or college who may be able to help with funding?</i>
<input type="checkbox"/>		Check the progress of the abstracts. Are they being completed in a timely manner? <i>You don't want to fall behind.</i> What is the status of the transcripts if you have chosen to do transcripts?
<input type="checkbox"/>	July-Sept	Continue scheduling interviews. Continue the interview/abstract processing schedule.
<input type="checkbox"/>	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 would like to know about your project?
<input type="checkbox"/>		If you have chosen to do a mini oral history exhibit, you should complete your interviews by the end of February. This will allow time for you to build and prepare the mini exhibit. Continue the interview/abstract processing schedule so that you have an abstract (at least) for each interview you have done. Set a date when your mini exhibit will open. <i>Note: your plan should be to have your tree(s) exhibit/display up six months prior to July 4, 2026 to allow at least that long for the public to add response tags to it. If you are doing a mini exhibit, you could plan to have that completed and ready for viewing at the same time or save the reveal of that portion of your participation level for activities on July 4, 2026.</i>
<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. How can you tie to two elements (Oral history and Liberty Tree) into the celebration on July 4, 2026? An idea for the oral history element is to invite some (or all) of the people that you have interviewed as special guests. You could introduce them and share a short biography of their life. An idea for the Liberty Tree interactive would be to share some of the responses that are hanging on the tree(s)/interactive/display following a short talk about the signing of the Declaration of Independence, the definition of Liberty, or some quotes such as Malcolm X who said, "A man who believes in freedom will do anything under the sun to acquire or preserve his freedom" or John Adams who said, "Liberty, once lost, is lost forever."
<input type="checkbox"/>	March	PT: Continue discussion on the project reveal and activities on July 4, 2026.
<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 subject. Now is the time to make inquiries.
<input type="checkbox"/>		PT: If you will archive your oral history collection at your facility, begin discussions on where you would put your collection, the steps needed to create an archive from scratch. <i>Feel free to contact other archives and the New Mexico Farm and Ranch Museum for guidance.</i>

□	May	PT: If you have not yet completed your discussion about your participation level big reveal (exhibit/display) on July 4, 2026 you should make final decisions and begin to create a list of things that you will need to build, gather, purchase or print to make that all happen.
□	June	PT: Begin work on exhibit/display design elements and purchase any needed materials.
□	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>
□		PT: Continue working on exhibit/display elements. If you are doing
□		Complete all interviews that you had planned to do. Complete the interview/abstract processing of the interviews you have done.
□	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>
□	Sept	PT: Meet to discuss any incomplete items and finalize your project reveal and celebration day plans.
□	Oct	PT: Discuss how you will advertise your project, project completion, and the events scheduled for July 4, 2026. You should begin any construction/fabrication needed for you mini exhibit/display. It can be as simple as a photo collage or as elaborate as a photo and short bio about everyone you have interviews. Be sure to include information about what it is, why you are doing/have done it, and anything else you think visitors would like (or need) to know.
□		PT: Will you advertise in the paper, community bulletin board, or flyer? Could you post flyers in local businesses to spread the word about both elements of your project opening?
□	Nov	PT: At this point you should have set a date for early January 2026 as the opening of the Liberty Tree element of your participation level. If you have chosen to also do a mini exhibit to run alongside the Liberty Tree interactive, you should spend the rest of this year getting that ready
□	Dec	Complete any construction elements for the oral history portion of your participation level. Did you choose to <u>not</u> include the oral history portion to run at the same time as the Liberty Tree portion? Spend the rest of this month, and January-June of 2026 to complete any abstracts and/or transcripts that you did not have time to complete.
Way to go, team! You have six months until the big celebration. Awesome job!		
2026 		
□	Jan-June	Some things to think about regarding the July 4, 2026 celebrations.

<input type="checkbox"/>		Will you have punch and cakes/cookies? Will you have a picnic? Consider inviting the people you interviewed as special guests. Be creative. You are limited only by your imagination.
<input type="checkbox"/>		Make contacts and decide on activities for July 4, 2026. What will your celebration be like? Who will attend? <i>Remember to include any signage, decorations, location, music, food, special guests, and a program in your discussions.</i>
<input type="checkbox"/>		Begin discussions about advertising for your July 4, 2026 celebration.
<input type="checkbox"/>		PT: Create a punch list of things that are needed for July 4th celebrations.
<input type="checkbox"/>		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.
<input type="checkbox"/>	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 who collect oral histories related to your interview subject matter.