

Catching Stories

Sample Interview Log

Organization contact information: _____
name, address, phone, fax, e-mail, Web site

Interview number (*for internal tracking and indexing*): _____

Interviewee
Last name: _____ First name: _____

Address: _____

Phone
Home: _____ Work: _____ Cell: _____

E-mail: _____

Date, time, and place of interview: _____

Interviewer
Last name: _____ First name: _____

Phone
Home: _____ Work: _____ Cell: _____

E-mail: _____

Approx. length of interview: _____

Recording medium/format: _____ No. of tapes (if applicable): _____

Interview topic(s):

Checklist:

- _____ Informed consent form signed (if required)
- _____ Legal release signed
- _____ Proper nouns/technical terms explained (listed separately)
- _____ Life history form completed
- _____ Recording labeled (audio identification and physical label)
- _____ Photographs, artifacts, and/or documents borrowed from interviewee (listed separately)
- (Y) (N) The interviewee would like a copy of the interview in _____ format

Interview notes (*describe anything that a transcriber or researcher may need to know about the interview, such as the physical location, the presence of other people, background sounds, or recording problems*):
