

Catching Stories
Sample Form for Proper Nouns and Terms and Borrowed Materials

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

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

Interviewee
Last name: _____ First name: _____

Date, time, and place of interview: _____

Interviewer
Last name: _____ First name: _____

Interview topic(s):

Please list all personal names, place names, and other proper nouns and provide correct spelling. Be sure to list any words that may be unclear.

Please explain any technical terms used:

Please spell out any acronyms used:

List of photographs borrowed from interviewee:

List of documents or artifacts borrowed from interviewee:

Explain arrangements for return of borrowed materials:

