

Interview Tracking

Interviewer's name:

Interviewee's name, address, & telephone:

- interviewee contacted
- interviewee answer received
- interview date: _____
- preliminary research done
- interview questions completed
- interview completed
- interviewee release form signed
- interviewer release form signed

- recordings labeled
- interviewer notes completed
- articles/photos borrowed (list with date)
- articles/photos returned (list with date)
- recordings copied
- recordings transcribed
- end product completed
- paperwork copied and archived