

RECORDING DAY CHECKLIST



PREP

Upon Arrival

- Greet participants
- Set up your recording equipment
- Explain process and plans for sharing the interview
- Review the interview topics and question list together
- Turn off cell phones

Sound Check

- Wear headphones
- Adjust microphones
- Ask participant(s) a simple question such as “What would you like to do later today?”
- Check audio levels (if applicable)
- Adjust the mic placement, or levels, if necessary

INTERVIEW

Recording the Interview

- Press “Record”
- Each participant should introduce themselves, including their name, age and the current date and location.
- Encourage vivid details
- Ask open-ended questions
- Pay attention to body language
- Give nonverbal cues
- Keep track of time
- Leave room for silence
- End with a reflective question
- Press button to stop recording

AFTER

After the Recording

- Discuss how you will be sharing the interview
- Review your release forms together (if applicable)
- Suggest taking a photo together
- Pack up your equipment