Post-Interview Checklist

WWOHP needs the following materials from interviewers in order to properly preserve and share the oral histories you collect. Contact co-chairs, Charlene Martin chmartin@townisp.com or Maureen Ryan Doyle mryandoyle@aol.com to arrange for delivery of materials. Students completing interviews as part of a class assignment should submit all items on this checklist to their instructor who will forward to the co-chairs. Please contact with any questions.

☐ Interview Transcript
Transcripts must be typed according to the guidelines and format demonstrated in the Transcription Tips document. Interviewers are required to write an abstract (summary of the interview) and include it at the beginning of the transcript. Interviewers should submit both a hard copy and a digital copy on a CD (not memory stick) of the transcript.

☐ Interview Tape
The original tape recording of the interview should be labeled clearly with the interviewee’s name and the date of the interview. Interviews recorded digitally should be burned onto a CD.

☐ Legal and Informational Documents
Original signed copies of the Biography Sheet, the Consent Form, and the Deed of Gift must be submitted with the interview materials. Please paper clip these to the hard copy of your transcript.

☐ Photograph of interviewee
WWHP would like a photograph of the interviewee to use for public exhibits and on our website. Photographs may either be submitted in hard copy with the interview materials or e-mailed as a .jpg. We prefer digital copies, if possible, so that they can be easily posted on the Web site. Hard copies of photographs will not be returned unless a specific request is made to this effect.

☐ Thank You Note
Please send a thank you note to the interviewee, expressing both your thanks and the appreciation of the Worcester Women’s Oral History Project. Include a copy of the transcript and state, “I will assume your consent to use unless I hear from you within ten days.”

☐ Contact Information
We want to make sure we can get in touch with YOU about the project in the future. Please fill out the information below and return this form with interview materials.

Name: __________________________ Institution/or Organization: ________________

Address: __________________________________________________________________________

Phone: _________________________ E-mail: _____________________________________________

Thank you for your contributions to the Worcester Women’s Oral History Project.