

## 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](mailto:chmartin@townisp.com) or Maureen Ryan Doyle [mryandoyle@aol.com](mailto: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 and saved in WORD 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 of the transcript on a CD (not memory stick).

**Interview Recording**

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.**