

Brooklyn Listening Project Checklist/Procedure

Before the interview:

- Have I set a time/date/location for the interview?
- Do I have my interview questions?
- Have I done relevant background research/preparation?
- Do I have an audio recording device?
- If I am using a recorder from the College, have I read the Quick Tascam DR-05 Reference Guide and set the recorder to record with auto levels and set to record .wav files?
- If I am using my own recording device or phone, have I set it to record in wav. format?
- Have I tested the recording device? Is it charged/does it have batteries? Are you bringing extra batteries?
- Do I have headphones?
- Do I have something to take notes on and with?

To take to the interview:

- Audio recorder set to record .wav
- Charger/batteries
- head phones
- Interview questions
- Notepad/pen
- Consent form
- Deed of Gift form for interviewer (you)
- Deed of Gift form for interviewee
- Photo Release form

After the interview:

- Upload interview into computer/cloud
- Complete the Interview Log Form
- Submit:
 - Completed Interview Log Form
 - signed consent form
 - signed interviewer Deed of Gift
 - signed interviewee Deed of Gift
 - audio file of the interview recording
 - signed photo release form if necessary