

## Interview Checklist (Not in Studio)

1. Print physical copies of IRB forms (bring as many as you need for the number of people you are meeting with, but also bring a few extras just in case)
2. Preplan how you are getting to the location of your interview.
  - a. Do not wait until the day of to check boat routes or buy bus tickets. It is better to do this a few days in advance to ensure you can get there.
3. Decide on recording equipment in advance
  - a. Wireless mics, headphones, camera, tripod, other accessories, but what you need may change from day to day. It is better to be over prepared than under prepared.
  - b. This is also important so that you ensure that no other event is taking place where the equipment may be needed. The VPC hosts lots of events that are documented, so make sure your interview day doesn't coincide with this if you want to record using their equipment.
4. Check out recording equipment
5. Pack everything you need and prepare for your interview.
6. Try to arrive early if possible.
7. Be sure to thank the person you are interviewing afterwards and send them a copy of the IRB document they have signed once you are able to scan it.