



## TIES THAT BIND Interviewer Checklist

- 1) **Make sure your phone and your partner's phone is set on Airplane mode or at least silenced so you will not have any interruptions during the interview.**
- 2) **Take a selfie picture BEFORE you start your interview and be sure to send this along with your recording to Ties That Bind.**
- 3) **Do a test recording *first*- make sure to place the phone's microphone in the middle between you and your partner.**
- 4) **START THE RECORDING but first HAVE EACH PERSON INTRODUCE THEMSELVES AND READ THE INTRO STATEMENT below. Then begin the interview...relax and have fun!**

My name is \_\_\_\_\_ and I give Ties That Bind permission to record this interview.  
Today's date is \_\_\_\_\_.

**Now, have the person you are interviewing say:**

My name is \_\_\_\_\_ and I give Ties That Bind permission to record this interview.

### **Suggestions:**

- 1) **Ask open ended questions-** Tell me about the time...? or Why did you...?, How did you..? What did you...?
- 2) **Ask followup questions-** Tell me more...
- 3) **Ask the person to recall a story or sing a song...**
- 4) **BEFORE YOU STOP THE RECORDING, thank the person you interviewed at the end and tell them why it was important to you to have this conversation with them!**

### **Remember:**

Have fun! You are truly honoring one another by engaging in conversation with them...

**WELL DONE!** Please email or text your photo and recording to Caroline Derifaj at

[cderifaj@gmail.com](mailto:cderifaj@gmail.com) or 919-452-5095.