

It's helpful to use some kind of a grid, spreadsheet, or small form to keep track of the steps involved in making an interview ready for use. This form was designed to track four interviews at a time, one interview per column. For larger projects, use multiple sheets.

Project Tracking Worksheet. Project Name:				
Narrator (last name first)				
Interviewer (last name first)				
Date of interview				
type of recording (cassette CD DVD etc)				
number of minutes				
release form signed				
personal data sheet				
index				
transcript				
copies to narrator				
thank you to narrator				
comments				