

Schmooze Time

At the Interview

- Organize photos and documents
 - Help them pick no more than 10 of the most historically important items to photograph and discuss.
- Have subject fill out the release forms
- Place tissues and glass of water within arm's reach of interviewee
- Switch off telephones if the interviewee is willing
- Review format of interview with interviewee
 - purpose is to document their experiences – would rather not include general historical information – only personal experiences
 - state percentage of focus - 10% pre-event, 80% event, 10% post-event – “event” = the primary historical period/topic of the interview
- Review your Pre-Interview Form with your interviewee. Fill in any missing gaps together.
- Co-Planning – Review with him/her your interview plans, discuss the major time periods/events that you will be asking about. Try to keep your interviewee from telling stories at this time, “Save this story, we will make sure we ask you about this on camera.”
 - Review their personal timeline with them – “What is missing?”
 - “What key stories do you have about XXX time period that you want to make sure we prompt you with?”
- SCHMOOZE – talk about everything and anything other than their story. Tell them about yourselves, talk about sports, talk about hobbies, talk about their children, grandchildren. Your job is to build rapport, show them that you are interested in their lives, and KEEP them AWAY from the set-up area.
 - Show them “Telling Their Stories” website – www.tellingstories.org
 - Show them a sample DVD project