

Digitise my Dialogue checklist

| Digitise my Dialogue checklist | |
|--------------------------------|---|
| <input type="checkbox"/> | Bureaucracy |
| <input type="checkbox"/> | Pens for form filling |
| <input type="checkbox"/> | All permission forms signed? |
| <input type="checkbox"/> | Interview participation agreement |
| <input type="checkbox"/> | Interview recording agreement |
| <input type="checkbox"/> | Photograph consent forms |
| <input type="checkbox"/> | GDPR consent forms |
| <input type="checkbox"/> | Interview notes |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | TECH LIST |
| <input type="checkbox"/> | Fully charged phone |
| <input type="checkbox"/> | Fully charged back-up recording device |
| <input type="checkbox"/> | Headphones |
| <input type="checkbox"/> | Tripod |
| <input type="checkbox"/> | Clamp |
| <input type="checkbox"/> | Microphones |
| <input type="checkbox"/> | Wind sock |
| <input type="checkbox"/> | Extension cable |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | TECHNICAL CHECK |
| <input type="checkbox"/> | Set phone to <u>Do Not Disturb</u> |
| <input type="checkbox"/> | Turn off notifications |
| <input type="checkbox"/> | Lock portrait orientation (for external microphone use) |
| <input type="checkbox"/> | Microphone facing interviewee |
| <input type="checkbox"/> | Phone is in selfie position of interviewee |
| <input type="checkbox"/> | Take a short recording of interviewee counting to 10 |
| <input type="checkbox"/> | Listen back to recording and check everything is recording/ working |
| <input type="checkbox"/> | Check interviewee isn't tapping foot against table leg or leaning elbows on the recording table. |
| <input type="checkbox"/> | Request all phones in the room are in aeroplane mode |
| <input type="checkbox"/> | Request all phones in the room turn off wifi and cellular |
| <input type="checkbox"/> | Request all phones are in silent mode |
| <input type="checkbox"/> | Press record |
| <input type="checkbox"/> | THE INTERVIEW |
| <input type="checkbox"/> | Actively listen |
| <input type="checkbox"/> | Ask for specific dates, places or descriptions |
| <input type="checkbox"/> | Embrace silence/thinking time for the interviewee |
| <input type="checkbox"/> | Enjoy listening to the story |
| <input type="checkbox"/> | Pause the dialogue for plane noises, toilet flushing, doors creaking etc |
| <input type="checkbox"/> | Take photo for comms, marketing, socials & final digital archive |
| <input type="checkbox"/> | Ask interviewee to fill in assessment form or app |
| <input type="checkbox"/> | Thank your interviewee |
| <input type="checkbox"/> | End of the interview |
| <input type="checkbox"/> | Take a 20 second recording of the room to use as noise removal in the editing process. |
| <input type="checkbox"/> | Back up recording on a cloud, separate device, external memory device. |
| <input type="checkbox"/> | Fill in catalogue form |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Depositing the digital dialogue to CHAS for future generations |
| <input type="checkbox"/> | Digital dialogue compressed into mp3 |
| <input type="checkbox"/> | Transcription of digital dialogue in word or pdf |
| <input type="checkbox"/> | Release forms |
| <input type="checkbox"/> | Permission forms |

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| <input type="checkbox"/> | Catalogue/index in excel or pdf |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Finally |
| <input type="checkbox"/> | Congratulate yourself for preserving the legacy of an interesting person |