



## **Ayer Oral History Project Pre-Interview Checklist**

The Ayer Historical Commission provides the following checklist to assist interviewers as they prepare for an interview.

Please contact us at [historicalcommission@ayer.ma.us](mailto:historicalcommission@ayer.ma.us) with any questions.

### **Who to Interview**

The Ayer Historical Commission collects oral histories from citizens who were born, live, and/or work in the town of Ayer, or feel connected to Ayer in some way. There is no age requirement or limit. You may consider interviewing family members, employers, colleagues, neighbors, or community leaders. When you invite someone to be interviewed, please explain the Ayer Historical Commissions initiative and the importance of the interview to our efforts to celebrate and document the history of Ayer, Massachusetts.

If you need help with finding someone to interview you or help being interviewed please contact us at [historicalcommission@ayer.ma.us](mailto:historicalcommission@ayer.ma.us)

## Equipment to Bring to Interview

☐ Digital recorder, iPhone, or iPad with voice recording app such as Audio Memos

or

Video recorder with microphone (do not use Voice Activation feature)

☐ Interview guide

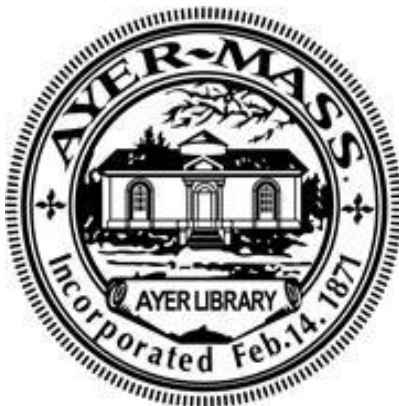
☐ Pen and paper

☐ Camera

☐ Biography Sheet

☐ Informed Consent Form – 2 copies. Interviewee keeps one copy

☐ Deed of Gift - 2 copies. Interviewee keeps one copy



## Contact Us:

Ayer Historical Commission

[historicalcommission@ayer.ma.us](mailto:historicalcommission@ayer.ma.us)

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