MAKING A SIMPLE VIDEO INTERVIEW

1. Have a Deed of Gift/Interview form for the interviewee to sign, so that there is no question later about legally

 being able to use the information.

2. There are several physical things you need when doing an interview.

 a. A decent video camera

 b. A microphone – we use a lavalier mike clipped to the person’s shirt. (an open mike in a room picks up

 everything!) Don’t make the person hold the mike. The microphone on the video camera will not give you

 good quality sound.

 c. Extra lighting – a bright source, to light the area but not make reflections.

 d. A tripod for the camera.

 e. Extension cords for power.

 f. A set of earphones jacked into the camera (for the operator to confirm sound recording).

3. Operational considerations.

 a. Have the camera close to the interviewee, at eye level. It is better to have the person facing off of the camera.

 We have one person to operate the camera, and at least one other to conduct the interview.

 b. Don’t have the person dead-center of the picture. Also consider distracting things in your image.

 c. Have a quiet room in which to conduct the interview. Refrigerators, radios/TVs, etc., make a lot of noise and

 will degrade the quality of your recording.

 d. Always have the camera plugged in to external power. Don’t bet on the battery, especially if it could be a

 long interview.

4. Extra information

 a. At the end of an interview, use the camera to take steady shots of memorabilia – like photos, medals and

 mementos.

 b. At the beginning of the interview, get basic information on the recording, such as;

 1) State name, with spelling (or prepare a sign to hold up)

 2) When and where you were born

 3) Where did you grow up

 4) Where do you live now

 5) Other basic data if available

 c. Have a list of interview topics prepared ahead

 d. Have a checklist with the camera equipment, use it to make sure you have everything you need before you

 go to the interview.