



GEORGETOWN
DAY STORIES

INTERVIEW CHECKLIST

Be sure to check all of these items off of your to-do list

- Review with your partner your agreed upon interview topic(s). (see Story Planning Sheet)
- Ensure you are in a place where you will not be interrupted. Turn off your phone ringer. Follow other guidelines in the [Storycorps recording recommendations](#).
- Perform a sound and recording check.
- Consider taking a selfie to commemorate the occasion (and submit it with your interview).
- DON'T FORGET TO PUSH THE RECORD BUTTON.
- Sit up straight and project!
- State your name, your connection to GDS, and how you know each other. If you are an alum, please state your graduation year. If you are a teacher, please include the subject you teach/taught and what years you worked at GDS.
- Get comfortable by chatting about low-key, warm-up subjects.
- Launch into your agreed upon questions. (see Story Planning Sheet)
- Ask follow-up questions. (How did that make you feel? What happened next? Can you give me an example?) Remember, THIS IS A CONVERSATION.
- Stop recording.
- Save your file and submit it to GDS at storyteller@gds.org.
- Sign your waiver and submit it to GDS at storyteller@gds.org.
- Tell GDS-affiliated friends about your participation and encourage them to participate. You can even share this page on social media.