

## Checklist

You've finished your planning, recorded your interview, and filled out all of the documentation forms. It's time to send it all to RDA. Please return this checklist with your materials.

Before submitting your recordings to the Your Grandmother Should Know Project Manager, be sure you have included the following:

- 1. **Research Log.** You are the local eyes and ears of RDA. With this form, you can keep your research and contacts organized.
- 2. **Project Plan.** You should have returned a copy of this to the Project Manager before your interview. If this information has not changed since you turned in the first copy, you do not need to include it here.
- 3. **Recorded interview.** Label recording media with full name of interviewee and her birth date (MM/DD/YYYY).
- 4. **Participant Biographical Form** for each person interviewed.
- 5. **Deed of Gift Release for Participant** signed by each person interviewed. Interviewer signs this form also, accepting the form for RDA.
- 6. **Interviewer Information Form.** General contact and biographical data, plus a full list of interviews conducted. Include one for each interviewer.
- 7. **Deed of Gift Release for Interviewer** signed by the interviewer. Include one for each interview. Project Manager will sign this form when received, returning a signed copy.
- 8. **Audio and Video Recording Log** for each recording.
- 9. **Photographs.** Prints should be in individual envelopes, labeled with participant's full name and birth date. Please do not write on the prints themselves. Digital media should be labeled the same way. Make all scanned or digital photos high resolution, preferably JPEG format. Do not optimize or reformat.
- 10. **Photograph Log.** Include one for each person photographed or each person releasing photos.
- 11. **Deed of Gift Release for Participant** signed by the photographer. Interviewer signs this form also, accepting the form for RDA.