

Interview Reminder Sheet

For INTERVIEWEE:

1. Relax and don't worry about the cameras.
2. If you make a mistake, just pause and repeat the entire answer. There's no need for us to cut and hit record again. We're just going to keep rolling and we'll edit out all the mistakes later.
3. If you're unsure of an answer and need to look it up or think for a moment, don't worry. First off, we'd rather document the true story and secondly, we can always come back to the question later or edit out the dead time in the footage later.
4. Remember we're going to be editing everything the interviewer says out so after the interviewer completes their question, pause for a second and then give your answer. Try not to start your answer while they are still asking the question because then we can't use your answer.
5. Try not to give one word answers.
6. I want you to include part of the question in your answer. For example, if he/she asks what color is the sky? - I want you to answer with something like: the sky is blue.
7. I don't mind you moving a little bit but try not to move around too much in order to make it easier for me to keep you in focus and in frame.
8. Around 30 minutes into this interview, we're going to take a tiny break so we can reset our cameras, plus by then you deserve a break anyway.
9. If you would like to stop and take a break at any time, just let me know.

For INTERVIEWER:

1. Try not to ask yes or no questions.
2. Wait until the interviewee completes their answer, wait a second, and then ask your next question.
3. While the interviewee is giving an answer, try to stay as silent as possible. Try not to make it a conversation and say things like "uh-huh", "sure", or "hmm" during their answer.