

1. INTRODUCTION:

- **Introduce yourself:** My name is...
- **State your purpose:** Tell them what the purpose of the interview is and how it will unfold. Give them the opportunity to ask questions.
- **Obtain consent:** Make sure they are comfortable with your format and pupose. If you are recording make sure you get their permission to record audio or video.

2. DETAILS:

Interview #:

Date: / / Time: AM / PM

Location:

Other Information:

4. CONCLUSION:

3. QUESTIONS:

Question 1. _____

Notes _____

Question 2. _____

Notes _____

Question 3. _____

Notes _____

Question 4. _____

Notes _____