**INTERVIEW PLANNER**

**EQUIPMENT CHECKLIST:**

* Camera
* Tripod
* Microphone
* Extra cord
* Extra mic
* Extension cord
* Light kit (if applicable)

**RESEARCH**

Be prepared to share with your subject the sources that you used to gain information. Write your sources in the space below:

**QUESTIONS**

Write your questions in the space below. Make sure they are open-ended questions.

**REMINDERS**

* Listen to what your subject is saying
* Clarify if necessary
* Do NOT interrupt
* Do NOT leave with unanswered questions on your mind
* Get a phone number where they can be reached for follow-up and clarifying