

HISTORICAL VIDEO DOCUMENTATION PROJECT

Tips and Guidelines for Interviewers

Thank you for offering to tackle the task of video documenting our **experienced presbyteres** for the NSP. We are focusing on our presbyteres whose husbands are retired or presbyteres who are widowed - 65+yrs old.

☞ Each interview will have it's own personality. HAVE FUN and enjoy the wisdom these ladies can share with us!

☞ The questions provided should be given to the interviewee at least 10 days prior to the interview to allow them time to reflect on the responses.

☞ When conducting the interview, you will only be heard, but not seen. It is your choice to have the interviewee either look directly to you or to the camera. Whatever decision you choose; advise interviewee to keep looking that direction throughout the video.

☞ When the interview is taking place, keep it upbeat. The best way to beat/reduce nervousness is to allow a little practice session before the taping. Just be yourself and encourage the interviewee to be herself. If something is funny, smile. If something is VERY FUNNY, laugh!!

☞ When complete, please send it to me and I will edit, place the questions in caption, etc. The goal is to keep the interview at a maximum of **15-20 minutes**.

SETTING FOR INTERVIEW.

Wherever the interview is to take place, staging the background can be helpful. Keep it simple. Although the focus is on the interviewee, the surroundings are important. The room should look neat and attractive but not distracting. Avoid any auditory distractions such as a barking dog or a crying child and be sure to turn off the ringers of all the phones in the area.

Look at your lighting. If necessary, put a light behind the camera so the interviewee's face is illuminated; this will avoid casting shadows on her face. Also be aware if there is a glare from glasses and adjust accordingly.

TECHNICAL EQUIPMENT

Be familiar with whatever equipment and microphone you will be using – know how they work. Make sure the audio and video come through clearly and that there are no technical issues during the interview.

Position the camera at the same height as the top of the interviewee's head. She will look better when the camera looks down on her. However the video space is set up, having the camera sit slightly above the hairline will help maintain good posture as well as a great video angle. If she is looking at you during the interview, place yourself at the level of the camera.

(Personal note: Of course the main concern was to be able to choose a device to tape the interview. Not having a camera, I chose to use my MacBook Pro 13-inch – laptop. Placed the laptop on a portable table. The laptop provided a stable non-movement picture. I'm sure a tripod would do the same for a video camera.)

ADVICE TO GIVE TO INTERVIEWEE:

Waving hands and body movement is distracting on a video interview.

Advise interviewee to be aware of slouching, squirming.

Solid colors video best – avoid white (possible glare effects). Avoid stripes/loud prints.

☞ Share with me anything you experienced during your interview that I can add to this guideline!

THANKS FOR AGREEING TO DO THIS!!!

With love,
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