Focus ideas for your oral history project.
Research the background of your project idea, and choose someone to interview based on available resources.
Prepare an outline of your interview.
Learn how to use a digital recorder.
Choose an appropriate location and time.
Extend an invitation for the interview.

Provide instructions to the interviewee before the interview.
Have the interviewee sign an oral history agreement.
Ensure the recorder is running and placed properly; minimize distractions.
Record an opening statement, including:
  - Names of people who are present
  - The date
  - Your location
  - The purpose of the interview
Keep the interview on track, and ask follow-up questions.
Let the interviewee do most of the talking.
Collect other relevant records if possible.

Fill out the cataloging worksheet and index.
Scan the signed oral history agreement.
Place the following electronic files in a folder:
  - Audio recording of oral history
  - Cataloging worksheet and index
  - Scanned oral history agreement

Filesend the folder to oralhistories@ldschurch.org.