

## SUGGESTIONS FOR CONDUCTING A GIFT OF LEGACY INTERVIEW

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- Select a quiet place free of outside noise or distractions. The room should be small to reduce echo. Overhead lighting is okay, but the better option is natural light from a nearby window or inexpensive LED “ring” lights, one on each side of the face.
- If you’re using your smartphone to record the interview, place it close to the interviewee to maximize audio level and quality. Frame the subject so that you can see any gestures, but the emphasis is on the face. The camera should be stable and steady. If you’re using a smartphone (iPhone or Android) to record, shoot in landscape, not portrait mode.
- Need a tripod for your camera? Amazon has several for both [iPhone](#) and [Android](#).
- The interviewer should sit facing the subject and close to the back of the camera so that the questions can be heard off camera. At the beginning of the interview, the interviewer should “slate” the recording by announcing the name of the person being interviewed and the date, time and location. The subject should verbally give his/her permission for the interview to be conducted and recorded.
- The interview should run at least an hour. More if the subject is willing to talk more! Take your time and use as many or as few of the suggested interview questions as you wish. It’s a good idea at the end to ask the subject if there is anything else to be discussed that wasn’t asked.
- If the subject is bringing photos or other mementos, be sure the camera can see them clearly as they are described. They can be edited in later if you desire.