

Multicultural Alumni Reunion Logistics

Joining the GroupMe

Reporting for shift

- For recording oral histories: Check in with Katie, Chris, or Allison at Special Collections
- For crowdsourcing photos: Check in with the person at the Special Collections table in the JRC Lobby (tables by coat racks)

Dress code

- Wear clothes!
- Make a name tag! Supplies in the Burling basement conference room

Snacks

- In the Burling basement conference room

Storing your personal belongings

- The recording studio will get crowded when you start adding people.
- Plan to store your bags/coats/etc back in the Special Collections offices behind the reading room.

Most updated version of the schedule

- Student signup schedule lives in [Google Drive](#)
- Alumni sign up on a sheet in the JRC lobby.
- Chris and Katie will take periodic photos and send those out on the GroupMe

Pre-interview metadata + consent form

- Use chairs outside recording studio area for pre-interview conversation
- Use [this Google form](#) for metadata entry
 - iPad available for metadata entry
 - Short link: bit.ly/HIS297-OralHistory
- Use the hard-copy consent forms for consent signatures. Extra copies are available to give alumni if they request one.

Where to store audio files + where should you be recording

- Use the “guest” computer user account (does not require logging in)
- Store audio files in the OralHistories2019 folder on the Mac in the recording studio.
- Save as Audacity project and MP3 audio file.
 - Save to mediadb drive folder and Google Drive

Taking notes during the interview

- Use the green sheets of paper.

Saving audio file + file naming convention

- Save the audio file to the network drive folder.
 - If there is a network drive malfunction, save the file to the local computer and upload to [this Google Drive folder](#) IMMEDIATELY after recording.
- File naming convention
 - [interviewee last name] _ [interviewee first name] _ [year] _ [month] _ [day] _ [interviewer last name] _ [interviewer first name]
 - Example: Drake_George_2019_11_4_Walden_Katherine

Post-interview consent review and next steps

- Make sure you have a signed consent form
- Review what will be happening with the oral histories after reunion

Post-interview note taking, documentation, file backup

- Staple the signed consent form and any relevant green paper note sheets together.
- Place the stapled material in the large campus mail envelope marked “ORAL HISTORY CONSENT FORMS”
- Even if the audio file saved on the network drive, also upload a backup copy to [this Google Drive folder](#)