

Audio and Video Recording Log (Required)

Audio and Video Recording Log (Please print, complete and submit with the collection)

1. Name and address of contributor or interviewer.

Name of Contributor/Interviewer: _____

Address: _____

City: _____

State: _____

ZIP: _____

Telephone: _____

Email: _____

Organization affiliation (if any): _____

2. Name and birth date of the veteran being interviewed as it appears on the Biographical Data Form.

Name of Veteran: _____

Birth Date: _____

3. Recording format (please check)

Video type

Audio type

Digital Video (MiniDV, DVCAM, DVPRO)

Cassette

DVD-R Video

CD-R

USB (thumb/flash) drive

USB (thumb/flash) drive

OTHER (identify): _____

4. Digital File type (please check)

WAV

MPEG2/MPG

MOV

MPEG4/MP4

OTHER (identify): _____

5. Estimated length of recording (in minutes):

Recordings must be at least 30 minutes in length and unedited

6. Date of recording:

7. Location of recording (City, State):

8. Please log the topics discussed in the interview in sequence. You may estimate the minute marks. Providing this information ensures that key interview topics are readily identifiable and will greatly increase access to the collections for researchers (see next page).

Example:

<u>Minute Mark</u>	<u>Topics</u>
1:00	introduction
2:30	enlisted with best friend
4:50	chose Signal Corps and reasons why
10:00	boot camp and early days, memorable instructor
22:40	on board troop ship to Europe
26:00	part of 2nd wave at Omaha Beach on D-Day
30:00	message for future generations

Minute Mark (estimated)	Topics (presented in order of discussion on recording)
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Minute Mark (estimated)

Topics (presented in order of discussion on recording)

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