















# First Meeting Preparation

- Make the date, time and place arrangements.
   Double check that you are choosing a quiet environment and remind your subject that you will be filming your interview.
- 2. Charge camera and prepare memory card.
- Print your pages and grab your note paper and pencil.
- 4. Build a folder on your computer for your subject.
- 5. Build day-of-meeting check list.

#### First Day-of-meeting checklist for:

Date:	
☐ Camera with memory	
□Tripod	
□Lights	
□Mic	
☐ Extension Cords	
☐ Flip-pal	
☐ Laptop	
☐ Tree-building pages	
☐ Note paper and pencil	

#### **Second Day-of-meeting checklist for:**

Date:	Time:
☐ Camera with memory	
☐ Tripod	
Lights	
□Mic	
☐ Extension Cords	
☐ Flip-pal	
☐ Laptop	
☐ Additional Questions	
☐ Note paper and pencil	

## First Meeting 10 Questions....Question 1 & 2

Follow the formatted sheets. Be as careful as possible with name spellings and dates. Include any military service in your notes.

- 1. Let's start with the basics... your name, birth date, birth place, spouse name, spouse birth date, spouse birth place, wedding date, children names, birth dates, birth places. Let's fill out as much of the tree as possible. Parents' names, birth dates, birth places, etc., grandparents names, birth places, etc.
- 2. How far back can you take the family history? What country or countries do your relatives come from? How has that influenced your family? How many generations have been born in the US? Are there any other spellings of the surnames that you know of?

#### First Meeting ....Question 3

(Make sure you have the camera rolling from here on out. Don't forget to monitor the sound around you and the little odds and ends in the background scene.)

3. Do you remember any of your greatgrandparents? Which ones? (full name and relationship) What do you remember about them? Did they speak with an accent? Did they serve in the military? Did they work outside the home? Do you have a picture of them? Tell me a story about them that either you remember from your own experience or that you heard about them. (Do this for each one they remember)

#### First Meeting...Questions 4, 5, 6

- 4. What do you remember about your grandparents? (Go through each one they remember) Did they live in the same house as your parent/their child when you knew them? What was their home like? Do you have a picture of them? Do you know how they met? Did you spend holidays with them?
- 5. Tell me a story about them that either you remember from your own experience or that you heard about them.
- 6. Does your parent look more like their mother or father? Is their personality more like their mother or father? Do you think you inherited any qualities from any of your grandparents?

#### First Meeting ...Questions 7 & 8

- 7. Tell me about your mother. Do you have a picture of her? Did she go to college? Did she work outside the home while you were growing up? What were some of her accomplishments and/or hobbies? Tell me your earliest memory of her. Tell me another story about her.
- 8. Tell me about your father. Do you have a picture of him? Did he go to college or serve in the military? What did he do for a living? What were some of his accomplishments and/or hobbies? Tell me your earliest memory of him. Tell me another story about him.

#### First Meeting ...Questions 9 & 10

- 9. Do you know how your parents met? Tell me your impressions of their relationship. How did that effect you?
- 10. Take me through a typical day when you were in elementary school. High school? What holiday traditions did your family have?

Now video about 5 minutes of them quietly looking through photos, albums, letters, the family bible or simply looking out the window. (B-roll to be used as necessary.)

Then start scanning all of the pictures you pulled out and any others that would depict anything that you talked about. **Make arrangements for next meeting.** Ask that they write down notes as they think of other stories they wished they had shared. Let them know you'll be talking about their own spouse and children next time and ask them to gather any pictures, videos or memorabilia they may have.

### Prep for Second Meeting

- Build the family time line.
- Research the places in the time line and check resources in the closest genealogy library. Get newspapers, photos or video from those areas.
- 3. Research the events in the time line. Gather photos or video from the applicable time frame.
- 4. Choose appropriate back ground music for each era.
- 5. Build your final tree background and structure.
- Note any questions as they arise so you can cover them at the start of your next meeting.
- 7. Add any additional items to your Second Day-of-Meeting Check List.