**Take You Partners Oral History Interview Questions**

1. Where and when were you born? (Always make this your first question.)
2. What was your first memory ever?
3. What was your first experience of the Colac Civic Hall? When and at what age?
4. In addition to your first experience when else have you to visited the Hall?
5. Describe some of the programs you participated in? How did participating in those programs make you feel?
6. Did you hold any positions of leadership at performances or events?
7. Talk about a program or project that was particularly important to you or that you feel made an impact on the lives of the people in Colac.
8. How are you similar or different from other people in Colac?
9. What was the funniest thing you remember happening in the Hall?
10. How has the Colac Civic Hall changed since you first visited?

## Oral History Interview Tips

* + Only ask one question at a time.
  + Start out with “easy” questions to make the narrator comfortable.
  + Ask “when,” “what,” “who,” and especially “why” and “how” questions. Try to avoid questions that can be answered with a simple yes or no.
  + Use common sense, and don’t exhaust the narrator. If they becomes distracted or tired, stop the interview. Ask for definitions and clarifications. (i.e., “Explain what you mean by …” or “Let me see if I understand … ”)
  + Follow up with questions such as “What else?” or “Who else?”
  + Avoid loaded questions that reveal you may have a bias or leading questions (ones you already know the answer to), e.g., “Wasn’t it true that women faced horrible discrimination at the time?” Instead, turn the question around. “Some people say that … What are your thoughts about that?”
  + Take notes while recording to remind you of subjects you want to bring up again.
  + Show respect and interest. Be neutral, especially when you might disagree.
  + Remember to listen and not talk. It’s not a conversation!
  + Provide silent feedback with a nod of your head or a smile. Your voice should be heard as little as possible during the interview.
  + Be flexible about your question list. It’s okay to deviate a bit.
  + Have a backup “easy” question, in case a question causes emotional reactions or in case the narrator cannot easily recall.
  + Challenge the narrator if you think something was remembered incorrectly, but don’t question her honesty.
  + If narrator drifts off topic, gently bring her back to the subject.
  + Finally, end with a question such as, “Is there anything else you would like to add?”
  + End the interview with a statement of appreciation.