

**Interview Information**

Name: \_\_\_\_\_

Page Topic: \_\_\_\_\_

Date: \_\_\_\_\_

Complete this form for interviews. Staple photo (for captions only) to front, upper left corner. Submit for credit, if needed. Only turn in for pictures that will be in the yearbook.

**Section A. Preparation guidelines.**

- Adults must approve and be given at least a 72 hour notice prior to interview or entering the classroom on Yearbook business.
- The article should focus on a specific person and/or topic.
- Have an idea/theme/angle in mind.
- Have open ended questions prepared. Ask follow up questions to get complex answers.

**Section B. Interview guidelines.**

- Introduce yourself, your position in Yearbook, and why you are interviewing.
- Have a conversation with your subject but allow them to do most of the talking.
- Make eye contact to show that you care about what is being said.
- Take good notes. Ask the subject to repeat or clarify if information is unclear.
- Keep the subject on topic. Use your questions to guide the interview.
- Ask permission to return for follow-up questions at a later date, if needed.

**Who?** Who is in the picture or being interviewed?

\_\_\_\_\_  
\_\_\_\_\_

**What?** What is happening?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Where?** Location?

\_\_\_\_\_

**When?** Time?

\_\_\_\_\_

**Why?** What happened before and/or after the photo/event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section C.** Decide what the angle (theme/purpose) will be before the interview.

Angle: \_\_\_\_\_

**Section D.** Using your angle as a guide, formulate questions for the interview. Avoid closed questions (yes or no answers) and use open question (varied, complex answers) instead. If during the interview an answer to a question is interesting, ask a follow-up question (not prepared) to get more information.

1.	Question:	_____
		_____
	Answer:	_____
		_____

2.	Question:	_____
		_____
	Answer:	_____
		_____

3.	Question:	_____
		_____
	Answer:	_____
		_____