



Interview record, consent and permission wording.

Interviewee (full name)	Born (date and place)	
Relationship to interviewer	Interview date	Place of interview
Interviewer	Others present	Length of recording

How it was recorded

- ☐ Audio recording ☐ Video recording ☐ Written notes only ☐ Phone call ☐ Video call

File names and where they are saved

Permission and consent (to be read and agreed before recording)

I have been told what this interview is for: to help the interviewer research and record our family history. I agree to take part. I understand that I can pause or stop at any time, skip any question, and ask for any part to be left out or deleted.

My words may be used as follows (tick all that apply):

- ☐ Kept within the family ☐ Quoted in a family tree or book ☐ Shared online or in a podcast
☐ Deposited with an archive or society

Living people I mention:

- ☐ May be named ☐ Should be referred to by relationship only (e.g. "my cousin")

Before anything is shared, I would like to:

- ☐ Read the transcript first ☐ Hear the recording first ☐ Leave it to the interviewer

Interviewee signature	Printed name	Date
Interviewer signature	Printed name	Date

A plain-language template, not legal advice. If a recording will be published or deposited, check what the archive, society or platform needs. For anyone under 18, a parent or guardian should also sign.

Interviewer's checklist

- ☐ Test the recorder and batteries
- ☐ Quiet room, phones off
- ☐ Bring photos or objects to prompt memories
- ☐ Say the date, place and names at the start of the recording
- ☐ Offer a drink and a break
- ☐ Back up the recording the same day

Tips for a good interview

- Ask open questions: "Tell me about..." works better than "Did you...?"
- Let silences run. People often add the best detail after a pause.
- Ask gently for names, dates and places, but do not correct. Check the facts against records afterwards.
- Follow the story where it goes. Keep a short list of topics to return to, and stop when the person tires.



Open questions. Follow the story, and note what to check later.

Warm-up: the person and the place

- Where and when were you born? Who told you about that day?

- What is your earliest memory?

- Where did you grow up? Describe the house, the street and the neighbours.

- Who lived with you, and what were the rooms like?

Parents

- What were your parents' full names, and what did people call them?

- Where were they born? When and where did they marry?

- What work did they do? What was an ordinary working day like?

- What sayings, habits or tempers do you remember?

Grandparents and older relatives

- What do you know about your grandparents' names, birthplaces and trades?

- Did you meet them? What do you remember of them?

- Which relatives lived nearby? Who was the family storyteller?

Names

- Were you named after anyone? Are there naming patterns in the family?

- Any nicknames, changes of spelling, or surnames that changed along the way?



Open questions. Follow the story, and note what to check later.

Home life

- What did you eat day to day, and on special occasions? Any family recipes?

- What chores, games, toys and pocket money did you have?

- What music, radio or television did the family enjoy?

- Which church, chapel or festivals were part of family life?

School and work

- Which schools did you attend? Do you remember a favourite teacher?

- What was your first job? How did your working life unfold?

- Did you belong to a union, club or workplace community?

Moves and journeys

- Where have you lived, and why did you move?

- Did anyone in the family emigrate or arrive from elsewhere? What do you know of the journey?

- Are there any papers, tickets or letters from those journeys?

War and hard times

- Did anyone serve in the forces or work on the home front?

- What do you remember of evacuation, rationing or air raids?

Ask permission before gently asking about illness, loss or hardship. Let the person set the pace.



Open questions. Follow the story, and note what to check later.

Marriage and family

- How did you meet? Where did you marry and who was there?

- When were your children born? How did you choose their names?

Photographs, objects and papers

- Show photographs and ask: who, where, when, who took it?

- Are there medals, letters, Bibles, certificates or heirlooms? Where did they come from and who has them now?

Stories and sayings

- Which stories does everybody in the family know? Which ones do you think might not be true?

- Are there family sayings, songs or superstitions?

Closing

- Is there anything I haven't asked that you would like on the record?

- Who else should I talk to? Do you know where other papers or photos are kept?

Thank them, and agree what happens to the recording next.

After the interview: facts to check against records

List the names, dates and places to verify, and the record you will use.
