



Interview checklist

In the studio

- Ask interviewees to be in the studio well in advance of programme (1/2 hour)
- Give instructions of how to reach the station
- Check microphones, headphones are working
- Make sure there is water available
- Keep the name of interviewee in large writing

Outside the studio

- Always confirm time the day before
- Make sure interview will take place in a quiet place
- Check your recording equipment (batteries, microphone, tape or md...)

On the phone

- Phone line quality (Land line reliability vs. Mobile phone possible connection problems)
- Check quality
- Ask to make sure line will not be on use at interview time
- Check time and availability
- Phone five minutes before interview to re-check everything is OK
- Can you make the phone call or need help. If going from a live interview directly to the phone interview, consider to play a track of music or ask someone to organise the phone call for you