Introduction Statement for Oral History Interviews

This is [your name.] I am interviewing [interviewee’s name] on [date.] This interview is taking place at [address; may include description, such as home of, office of] in [town, state]. The interview is sponsored by the CSU-Pueblo University Archives and Special Collections and is part of the Southern Colorado Ethnic Heritage and Diversity Archives project.

I wanted to confirm that Mr/Ms [interviewee] understands that this interview is being recorded and that this recording will be preserved at the CSU-Pueblo University Archives. [Wait or prompt for a response]

[Thank them for agreeing to be interviewed.]

[Begin your questions.]

[After the interview, thank them again.]