



INTERVIEW PREPARATION GUIDE

★ A CREWMATE'S CHECKLIST FOR GREAT INTERVIEWS ★

Good interviews don't happen by accident. Use this guide to plan ahead, stay focused, and get powerful stories.



1. QUESTION WRITING

- Do your research.
- Write down your questions.
- Get answers in complete sentences.
- Respect your subject's time.
- Make it more of a conversation.



2. LOCATION SETUP

- Choose a quiet location.
- Look for a clean, uncluttered background.
- Avoid distracting noise and harsh lighting.
- Make sure there's enough space for camera and crew.



3. AUDIO CHECKLIST

- Use a good microphone.
- Check batteries and memory.
- Do a sound test before recording.
- Monitor audio during the interview.
- Reduce background noise.



4. OPEN-ENDED QUESTION STARTERS

- Tell me about...
- What was it like when...
- How did you decide to...
- Can you describe...
- What do you think about...
- What would you like people to understand about...



5. INTERVIEWING BEST PRACTICES

BUILD RAPPORT



- Be friendly and professional.
- Introduce yourself and your project.
- Thank them for their time.

LISTEN ACTIVELY



- Give full attention.
- Don't interrupt.
- Use body language to show you care.

FOLLOW UP



- Ask follow-up questions.
- Dig deeper for details and examples.

RESPECT THEIR TIME



- Stay on topic.
- Be mindful of time.
- Wrap up politely.

BE RESPECTFUL



- Value their story.
- Avoid assumptions.
- Be culturally aware.

VERIFY & CONFIRM



- Confirm names, spellings, and facts.
- Ask if there's anything else they'd like to add.



QUICK PREP CHECKLIST

- Research your subject
- Write thoughtful questions
- Scout and set up location
- Check audio equipment
- Test record and monitor
- Review open-ended starters
- Be ready, be respectful, have a plan



REMEMBER



Great interviews are about listening, not just asking.



People share their best stories when they feel comfortable.



You're not just recording answers—you're building trust.

MR. FRANK SAYS...



PREPARE WELL.
LISTEN CLOSELY.
TELL POWERFUL STORIES. ★



YOUR STORY. YOUR VOICE. YOUR IMPACT.

