

## Our Legacy Archives Prep Guide

It's been said failing to plan is planning to fail. While no one likes too much planning, we've found that a little bit can go a long way. This document helps us help you. When finished, scan or send us a photo of pages 1 and 2 to [info@ourlegacyarchives.com](mailto:info@ourlegacyarchives.com).

### Number of people being filmed

Filming sessions can occur with just one person. In your case, you might have two – a father and mother, for example. It might be that you'd like an entire family to be filmed. Given your input, we can arrange by phone the best way to organize your videography session.

### Standard topics

This set of topics are typically used in legacy sessions but feel free to strike through any that you would like to omit. Space is provided if you should have any comments or questions.

Birth, parents, grandparents, siblings, activities you used to do together
Childhood memories, and life up to when you started high school
High-school, college, friendships, dating, meeting your spouse, wedding, and honeymoon
Family life, children, where you lived, and family traditions
The necessities of life (shopping, transportation, entertainment)
Jobs, career, military, and community involvement
Special moments and things; insights for the future
Wrapping up questions

Optionally, encourage the person(s) being filmed to bring tangible items to hold and discuss such as family photos, old letters, medals, trophies, jewelry, et al.

## Additional topics

Feel free to include some of the topics listed below as well. Please place a number within each box to give it a sense of priority – with #1 being the highest and #10 being the lowest. #10s will be omitted from your conversation guide. You can use any number more than once (e.g., four #1s, two #2s, and so on). If there's a short comment or question on any of these topics you'd like to be sure to mention, just write it in.

Priority	Topic
	Military details
	Clubs and organizations details
	Cars, motorcycle, aircraft details
	Hobbies/crafts details
	Sports details
	Pets or livestock details
	Cooking details
	Musical interests
	Political interests
	Funniest stories of your life
	Meteorological events that changed your life
	Boating, fishing, or water activity details
	Medical journey details
	Favorite books and movies, and why
	Ethical Will (Please see <a href="https://ourlegacyarchives.com/ethical-wills">https://ourlegacyarchives.com/ethical-wills</a> )

## What happens when we receive your answers?

After receiving your input here back, we will create a customized conversation guide PDF for the person that will not be on camera. We refer to that person leading the conversation as the Conversation Guide (CG). The CG is asked to read and mark it up as appropriate to remind them to ask questions unique to the person being filmed – as well as perhaps striking through some questions not ideal.

The CG will also receive a second PDF intended for the person that will be filmed. It will be much shorter and list just the major topics such as birth, life as a child, and so. We refer to this second PDF as the List of Topics.

## How to Prep

Often, the CG will provide the List of Topics to the person(s) that will be on camera.

*We strongly encourage the CG not to send the detailed conversation guide PDF to anyone. It is proprietary in nature and was given to the CG with mutual agreement of OurLegacyArchives.com. If given to the person being filmed, it may overwhelm and suggest that they should come to the filming with answers in hand. That in turn, creates anxiety. Instead, we prefer a free-flowing natural and relaxed conversation, and that occurs when a simple conversational banter is created.*

Equipped with the List of Topics, the person being filmed sometimes opts to take notes about certain events and stories in their life for each topic. This helps ensure them that they'll be sure to mention, even if the CG doesn't ask a prompting question.

One last comment. We have found it more natural to feature on video only the person for whom the Legacy video is about. However, if the CG would prefer to be on camera as well then that can be arranged. Keep in mind though, it might change the "feel" to something like a business interview vs a conversation where the audience is more connected simply by feeling as they too are off camera and being spoken to by the person being filmed. We always encourage the CG to say a few words at the very end, on camera, so that the audience can have a visual reference to the CG's off-camera voice.

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We are honored to be invited into your family's life story and are excited to get to serve you with a professional Legacy Video. Talk with you soon!

Tim Arthur  
President, OurLegacyArchives.com  
[info@ourlegacyarchives.com](mailto:info@ourlegacyarchives.com)  
772-214-4836