Veteran’s Project: Checklist and Due Dates

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| **Checklist** | **Task** | **Due Date** | **Role** |
|  | **Veteran Contacted*** Contact veteran via email or phone
* Explain project
* Figure out the best way to gather biographical data
* Schedule interview time and date if possible
 | **Friday****October 25th***End of Class* | Communicator |
|  | **Biographical Data Form*** Gather initial biographical data on your veteran either via email, phone, or in person.
* File the form in your folder
 | **Friday****November 1st***Start of Class* | CommunicatorLogistics |
|  | **Interview Scheduled*** Interview is scheduled for a time, date, and place that works for all group members and the veterans
* Make sure there is a camera available before you confirm a date
* Interview will take place on:

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_Time Date Place | **Friday****November 1st***Start of Class* | CommunicatorLogisticsTech |
|  | **Registered with Library of Congress*** Go online to the Library of Congress at <http://www.loc.gov/vets/donate/index.php>
* Complete registration
 | **Monday****November 4th***End of Class* | Logistics |
|  | **Camera Reserved or Located*** Reserve a school camera OR locate another camera that you can use for your interview
 | **Monday****November 4th***End of Class* | Tech |
|  | **Camera Tested and Charged*** Test the camera for functionality, audio quality, and battery level
* Charge the camera battery
* Make sure you know how to set up the camera and download video from the camera to a computer
 | **Monday****November 4th***End of Class* | Tech |
|  | **Final Interview Questions Approved*** Final Draft interview questions have been approved by Lori or Sara
 | **Monday****November 4th***End of Class* | All |
|  | **Veteran Release Form*** Veteran has read and signed the release form
 | **Before Interview** | Logistics |
|  | **Interviewer Release Form*** All group members have read and signed the release form
 | **Before Interview** | Logistics |
|  | **Interview Complete*** Interview has been conducted and taped
 | **Friday****November 22nd** *Start of Class* | All |
|  | **Video Recording Logs*** Video recording logs have been completed for each section of the video
* Each group member is responsible for completing the section on their video
* Logistics person puts in file, double-check that they’re complete
 | **Friday****December 6th***Start of Class* | AllLogistics |
|  | **DVDs Burned*** 3 DVDs of the interview have been burned, correctly labeled, and tested for functionality
 | **Friday****December 6th***Start of Class* | Tech |
|  | **Materials Ready to Send*** All materials and forms are placed in a padded manila envelope, which is addressed correctly.
 | **Friday****December 6th***End of Class* | Logistics |
|  | **Thank You Note + DVD to Veteran*** Group has written a personalized thank you note to their veteran, and has delivered that note + the DVD of the interview to their Veteran
 | **Monday****December 9th**  | AllCommunicator |

# Communicator:

This person is responsible for all communication with the veteran via email or phone. They are the point person for scheduling, and should be the only person the veteran contacts directly. This should be someone with excellent verbal and written communications skills.

# Logistics:

This role is responsible for keeping track of all of the forms and paperwork involved in this project, for registering with the Library of Congress, and for making sure that all of the materials are in the correct format and labeled correctly. This should be someone who is detail oriented and who can keep track of materials.

# Tech:

This person is responsible for all things technical, including the reservation and testing of the camera, set up before the interview, and burning the DVDs when the interview is complete. This should be someone who is comfortable with technology, and who can plan ahead to avoid technological difficulties.