



Welcome!

You have chosen to participate in a very significant project that is only the Veterans Heritage Project. Throughout your experience, you will interview a veteran (or more), record his or her story in written form, collect facts and details about your veteran, and forever help your veteran's story be maintained permanently in the Library of Congress and in a volume of *Since You Asked*, a collection of military stories from a variety of voices in a variety of wars and conflicts. You will be required to be a dedicated, enthusiastic, and empathetic participant. You may ask what you get in return: you get a copy of the volume with your story successfully completed and printed in it, you get to attend a veteran's ceremony honoring those who have sacrificed so much for us, but above all, you are writing history and you are helping America thank those who have valiantly served this country.

We thank you for your time, and we look forward to the successes that will be reaped this year.

Sincerely,

University High Veterans Heritage Project

Checklist:

Preliminary:

- ☐ Complete the preliminary sheet before your interview
- ☐ Read over the suggested questions and start formulating your own questions that you would like to ask, using the samples if you would like to

Before the interview:

- ☐ Complete the Biographical Data Form
- ☐ Complete the Veteran's Release Form
- ☐ Complete picture release form
- ☐ Complete the Interviewer release form

During the interview:

- ☐ Take good notes and ask good, thoughtful questions. Suggested questions are attached

After the interview:

- ☐ Write your veteran a thank you letter and send it to him/her
- ☐ Write your veteran's story. Make sure to include a title and your name as the author
- ☐ After finishing, give it to the designated editor where he/she will edit it until it is RTG (Ready To Go)
- ☐ Collect the pictures that you will use and assign the pictures captions and numbers (ie #1, #2)
- ☐ Insert the numbers in the spaces in your story where you want them to be in the book. Make sure it's in red font
- ☐ Write captions for all your pictures in a separate document/attachment
- ☐ Write a short biography about your veteran (see attached sheet on how to do so)
- ☐ Write a short autobiography about you, detailing why you joined VHP, what you learned from it, what you liked about it, etc.
- ☐ Make sure that all the forms are completed and turned in, so they can be scanned
- ☐ Make sure everything is RTGed, including the story, biography/autobiography excerpts, captions, etc
- ☐ Make sure you turn in the DVD of your interview with your veteran



Veterans Heritage Project 2014-2015
Veteran Interview: Preliminary

Name: _____

Date: _____

Spouse: _____

Phone Numbers: _____ (home)
_____ (cell)

Referred by: _____

Date of Interview: _____

Confirmation (Several days before): _____

Interviewees: _____

Location/Address:

Street: _____ P.O. Box: _____

City: _____ State: _____ Zip: _____

Email: _____

Directions to house:

Notes:

War: _____

Dates: _____

Branch of Service: _____

Good afternoon. Today is _____ (day of week), _____ (date). We are in the home of _____ (name of veteran and his spouse, if appropriate) in _____ (town), Arizona, to hear about his/her military service.

My name is _____ (name of student), here with _____, the advisor of the Veterans Heritage Project.

So, Mr./Ms. _____, could you tell us about your military service from the time you were enlisted/drafted (choose one), with any background information that encouraged you to join the service?

Sample questions that may help

Segment 1 for the Record:

Start at the beginning of the interview:

- Date and place of the interview
- Name of the person being interviewed
- Interviewee's birth date
- Names of the people attending the interview (including the interviewer and camera operators)
- The organization you're working with, if any
- **If interviewing a veteran:**
 - War and branch of service
 - What his or her rank was
 - Where he or she served
- **If interviewing a civilian:**
 - What type of work he or she performed
 - Where he or she served
 - What war he or she served during

Segment 2 Jogging memories:

Were you drafted or did you enlist?

Where were you living at the time?

Why did you join?

Why did you pick the service branch you joined?

Do you recall your first days in service?

What did it feel like?

Tell me about your boot camp/training experience(s).

Do you remember your instructors?

How did you get through it?

Segment 3 Experiences:

Which war(s) did you serve in (WWI, WWII, Korea, Vietnam, the Persian Gulf)?

Where exactly did you go?

Do you remember arriving and what it was like?

What was your job/assignment?

Did you see combat?

Were there many casualties in your unit?

Tell me about a couple of your most memorable experiences.

Were you a prisoner of war?

Tell me about your experiences in captivity and when freed.

Were you awarded any medals or citations?

How did you get them?

100-1500-5

Segment 4 Life:

Ask questions about life in the service and/or at the front or under fire.

How did you stay in touch with your family?

What was the food like?

Did you have plenty of supplies?

Did you feel pressure or stress?

Was there something special you did for “good luck”?

How did people entertain themselves?

Were there entertainers?

What did you do when on leave?

Where did you travel while in the service?

Do you recall any particularly humorous or unusual event?

What were some of the pranks that you or others would pull?

Do you have photographs?

Who are the people in the photographs?

What did you think of officers or fellow soldiers?

Did you keep a personal diary?

Segment 5 after Service:

Appropriateness of questions will vary if the veteran had a military career.

Do you recall the day your service ended?

Where were you?

What did you do in the days and weeks afterward?

Did you work or go back to school?

Was your education supported by the G. I. Bill?

Did you make any close friendships while in the service?

Did you continue any of those relationships?

For how long?

Did you join a veterans’ organization?

Segment 6 Later Years and Closing:

What did you go on to do as a career after the war?

Did your military experience influence your thinking about war or about the military in general?

If in a veteran’s organization, what kinds of activities does your post or association have?

Do you attend reunions?

How did your service and experiences affect your life?

Is there anything you would like to add that we have not covered in this interview?

INTERVIEWER'S RELEASE FORM

TO BE COMPLETED BY INTERVIEWERS, RECORDING OPERATORS, AND PHOTOGRAPHERS

I, _____, am a participant in the Veterans History Project (hereinafter "VHP"). I understand that the purpose of the VHP is to collect audio-and video recorded oral histories of Americas' war veterans and of those who served in support of them as well as selected related documentary materials such as photographs and manuscripts that may be deposited in the permanent collections of the American Folklife Center at the Library of Congress. The deposited documentary materials will serve as a record of American veterans' wartime experiences and may be used for scholarly and educational purposes. I understand that the American Folklife Center plans to retain the product of my participation as part of its permanent collection and that the materials may be used for exhibition, publication, presentation on the World Wide Web and successor technologies, and for promotion of the Library of Congress and its activities in any medium.

I hereby grant to the Library of Congress ownership of the physical property delivered to the Library and the right to use the property that is the product of my participation (for example, my interview, performance, photographs, and written materials) as stated above. By giving permission, I understand that I do not give up any copyright or performance rights that I may hold.

I also grant to the Library of Congress my absolute and irrevocable consent for any photograph(s) provided by me or taken of me in the course of my participation in the VHP to be used, published, and copied by the Library of Congress and its assignees in any medium.

I agree that the Library may use my name, video or photographic image or likeness, statement, performance, and voice reproduction, or other sound effects without further approval on my part.

I release the Library of Congress, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of such recordings, documents, and artifacts including but not limited to, any claims for defamation, invasion of privacy or right of publicity.
ACCEPTED AND AGREED

Signature: _____ Date: _____

Printed Name: _____

Signature of Parent or Guardian if interviewer is a minor: _____

Printed Name of Parent: _____

Address: _____

City: _____ ST: _____ Zip: _____ - _____

Telephone (_____) - _____

Relationship to veteran/civilian: _____



TO BE COMPLETED BY VETERAN OR CIVILIAN

(In cases of deceased veterans, to be completed by the donor of the material)

I, _____, am a participant in the Veterans History Project (hereinafter "VHP). I understand that the purpose of VHP is to collect audio-and video-taped oral histories of Americas' war veterans and those who served in support of them as well as selected related documentary materials (such as photographs and manuscripts) that may be deposited in the permanent collections of the American Folklife Center at the Library of Congress. The deposited documentary materials will serve as a record of American veterans' wartime experiences: and may be used for scholarly and educational purposes. I understand that the American Folklife Center plans to retain the product of my participation as part of its permanent collection and that the materials may be used for exhibition, publication, presentation on the World Wide Web and successor technologies, and for promotion of the Library of Congress and its activities in any medium.

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I also grant to the Library of Congress my absolute and irrevocable consent for any photograph(s) provided by me or taken of me in the course of my participation in the VHP to be used, published, and copied by the Library of Congress and its assignees in any medium.

I agree that the Library may use my name, video or photographic image or likeness, statement, performance, and voice reproduction, or other sound effects without further approval on my part.

I release the Library of Congress, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of such recordings, documents, and artifacts including but not limited to, any claims for defamation, invasion of privacy or right of publicity.

ACCEPTED AND AGREED

Signature: _____ Date: _____

Printed Name: _____

Address: _____

City: _____ ST: _____ Zip: _____ - _____

Telephone (_____) - _____

BIOGRAPHICAL DATA FORM

To ensure inclusion in our National Registry of Service, this form must accompany each submission. Please use a separate form or additional sheet for service in more than one war.

PLEASE PRINT CLEARLY

Veteran ☐

Civilian ☐

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ - _____ Email _____

Place of Birth _____ Birth Date _____

Race/Ethnicity (optional) _____ Male ☐ Female ☐

Branch of Service or Wartime Activity _____

Battalion, Regiment, Division, Unit, Ship, etc. _____

Highest Rank _____

Enlisted ☐ Drafted ☐ Service dates _____ to _____

War(s) in which individual served _____

Locations of military or civilian service _____

Was the veteran a prisoner-of-war? Yes ☐ No ☐

Did the veteran or civilian sustain combat or service-related injuries? Yes ☐ No ☐

Medals or special service awards. If so, please list (be as specific as possible)

Are photographs included? Yes ☐ No ☒ (If yes, please complete the Photograph Log in this kit)

Are manuscripts included? Yes ☐ No ☒ (If yes, please complete the manuscript Data Sheet in this kit)

Does the veteran or civilian have field maps? Yes ☐ No ☒ or wartime-related home movies Yes ☐ No ☒ that he would like to share with the Library of Congress? (If yes, we will contact you shortly).

Partner organization affiliation (if any, i.e. AARP, etc) _____

Please use reverse for additional biographical information

Interviewer (if applicable) _____



Veterans Heritage Project Release Form

Name of Interviewee _____

Date of Interview _____

I, _____, hereby agree to be interviewed for the Veterans Heritage Project, as part of the Library of Congress's Veterans History Project. I consent to the recording of a video and audiotape of my interview and grant the Veterans History Project the right to use the tapes or transcript of my interview for an exhibit, publication, presentation, or public relations. I also agree to allow pictures loaned to the Veterans Heritage Project to be used for these same purposes.

I understand and agree that the Veterans History Project will have legal title to the original audio and videotape of my interview and that these tapes will become part of the Library of Congress's Veterans History Project, as well as locally archived in the Arizona State Archives or other library or museum in the state for access by the veteran or other researchers. The veteran will receive a copy of the videotape for personal use.

I further allow the Veterans Heritage Project to publish my story in their annual volume of *Since You Asked: Arizona Veterans Share Their Memories*. I understand that I will have the opportunity to read my essay for errors, deletions, and additions before it is published and may decline permission at any time.

Photos or memorabilia loaned to the Veterans Heritage Project may be used in their exhibit, book, reception, and publicity and will be returned in a reasonable amount of time—no longer than six months—after being scanned for our purposes. Items given to the Project will become part of our collection.

Signature _____ Date _____

Address _____

Telephones: Home _____ Cell _____

Email (optional) _____

Interviewer(s) _____