



## Voices of the Community The Rye Y Story Project

### Interviewer Briefing Document

#### 10 Things You Need to Know for Your Story Project Shift

1. **Please show up on time for your shift and stay until the end.**
2. **Encourage members to tell their stories.** Don't just sit in the booth waiting for members to walk in. Stand outside the booth near the front desk or front door. Greet them and tell them about the project.  
  
Walk around the lobby and ask people if they would like to tell their "Y story". Use those words. If you ask people to share "your story", it's too broad and too intimidating. They think you want their whole life story!
3. **Have the following items ready inside the booth:** permission form, pad of paper, pen, Interview Tips sheet, camera, spiral Y notebooks. These things will probably be there when you arrive for your shift, but take a look around and make sure before you invite someone into the booth.
4. **Use the Interview Tips sheet for reference beforehand.** Don't read questions from it during the interview. Remember, this is a conversation with members, not an interrogation. The most important skill you have is listening!
5. **If you have more than one person at a time who wants to tell their story, call Denise or Lisa (or ask someone at the front desk to call them).** They may be available for back-up.
6. **Don't be afraid to (tactfully) control the conversation.** If a person gets off on a tangent about his great-aunt Milly, gently steer the conversation back to the person's Y experience. You may need to do this more than once. The interview should last 10-20 minutes. (Unless it's an amazing story and goes a little longer.)
7. **Take careful notes** so you can construct a usable story out of the interview. If the person is talking too fast, or not clearly, you can ask her to slow down by saying "could I ask you to hold that thought—I really want to make sure I caught that last point you made?"
8. **When you're done with the interview, please be sure to do 4 things:**
  - Thank the person profusely
  - Ask him or her to complete the permission form and make sure you initial it.
  - Take the person's photo. We can't use the story if there's no photo
  - Give them a Y spiral notebook as a thank you.
9. **When you are done with your shift, make two copies of the completed permission form:** put one in Lisa Tidball's mailbox and one in Denise Woodin's (both behind the front desk.)
10. **Please write up your stories** within a week of the interview and e-mail to Denise. She will edit if necessary and send to the member for his or her approval. See enclosed sample story from last year.