

Prepare the session

Purpose

Train an interviewer to agree on recording, ask one useful question, preserve the result and keep sharing permission separate.

What to bring

Guide and six-page forms pack r2; Ask Him These worksheet r2; recorder already tested for export; headphones; fictional interview card; blank practice log and time index. Have the recording agreement and specific-use approval available.

People and preparation

Facilitator, interviewer, willing practice narrator, observer, proposed custodian and deputy. A future custodian needs the access authorized in the actual agreement; a title alone does not grant it.

Choose the right setting

This is a 60-minute practice workshop, not a public storytelling night. Prefer unrecorded role-play. An optional equipment test uses only an agreed neutral sentence, with explicit permission from everyone recorded, named storage and agreed deletion after playback. Never record the whole workshop by default.

How to use this companion

Read SAY passages aloud or adapt them in your own voice. DO passages are facilitator instructions. Replace bracketed names and dates before use. Every scenario identified as fictional is practice material, not evidence about your lodge. The meeting on page 4 is a separate session, not extra time inside the workshop.

Keep the set together

Guide revision 2 is the matching source. Existing guide and forms remain the authority for the workflow. This companion adds practice and meeting structure; it does not replace permission records, privacy procedures or governing approvals.

Workshop script | opening

0-6 minutes | Name the two permissions

SAY: “A yes to recording and keeping a story is not a yes to a website, family copy or lodge listening night. The narrator reviews the exact version and proposed audience before a separate use is approved.”

DO: Put Permission to record and keep beside Approve a specific use. Ask participants to identify which one covers recording and which covers an excerpt at a meeting.

6-16 minutes | Practise the agreement

SAY: “Before we start, let us agree who may hear the source, where its copies will live, any cloud or transcription service, excluded topics and how to request a restriction or removal. You may skip, pause or stop.”

DO: Complete a fictional recording agreement. Do not ask participants to sign it as though it were real. Leave transcription unagreed unless a method and service have been agreed. Resolve missing permissions before a real interview.

16-24 minutes | Demonstrate a reliable start

SAY: “We test both voices before the story. After agreement, the opening identifies the interviewer, narrator, place and date, then confirms willingness to record under that agreement.”

DO: Demonstrate placement and export. If all participants consent to the limited test, record a neutral sentence and play it back on headphones; otherwise demonstrate with an existing authorized test file. Confirm the file saved. Do not improvise an undisclosed cloud upload.

Workshop script | practice and close

24-39 minutes | Interview in pairs

SAY: “Ask one question, then leave room. Try: ‘Tell me about a night at the lodge that stayed with you.’ Follow with ‘What do you remember about that?’ Avoid suggesting the answer.”

DO: Two rounds of six minutes, then three minutes of shared feedback. Use this invented scene: a meal during a power cut; the date is uncertain. The narrator may say ‘I do not remember.’ Record uncertainty rather than supplying a year. Practice pauses and do not introduce private ritual or actual confidential events.

39-48 minutes | Log and preserve

SAY: “The source file, agreement, log and index belong together under the same interview ID. We keep three independent copies, at least one off site, and only at agreed locations with agreed access.”

DO: Practise the log and a time-index entry for the fictional power-cut story. A possible excerpt is a suggestion, not release permission. Check that each copy plays; schedule the index within a week and a future restore check. A synchronized folder alone is not the whole backup plan.

48-55 minutes | Handle a changed mind

SAY: “If the narrator asks us to restrict or remove a passage, we stop its use while clarifying the request. We track the action across controlled copies, excerpts, transcripts and indexes. We explain limits honestly.”

DO: Role-play a request about an invented two-minute passage. Use Restrict or remove a passage. Do not promise that already released copies can all be recalled or allow an old backup to restore removed content.

55-60 minutes | Plan one real sitting

SAY: “Who is willing to ask one narrator, and who will do the quieter work afterward? Agree the length with the narrator; allow breaks and another sitting if wanted.”

DO: Assign an invitation owner, proposed sitting, approved custodian, copy check and index deadline. Any workshop test file follows the consented retention/deletion plan. No narrator is volunteered in absentia.

Sample 30-minute oral-history planning meeting

Before the meeting

Plan one interview before promising a series. Keep private agreements, restrictions and contact details with authorized custodians. Do not play an actual excerpt unless that exact audience and use are approved.

0-4 minutes | State the purpose and first-interview scope

Preserve one willing person's account; no promise of publication.

4-9 minutes | Consider invitation priorities

Identify whose memories may be at risk and who can make a respectful invitation. A refusal ends the request.

9-16 minutes | Review permission and custody readiness

Name interviewer, authorized source listeners, storage services, custodian and deputy. Resolve governing or repository requirements.

16-23 minutes | Agree the work and realistic limits

Invitation, equipment test, recording, log, three copies, index within a week and narrator copy offer. Each task needs a willing owner.

23-27 minutes | Consider any proposed sharing separately

Review exact excerpt and use approval; if missing, defer sharing. Check other people's rights and confidentiality before release.

27-30 minutes | Read back the pilot and review date

Confirm accepted assignments, next update and where agreements will be kept.

Closing words

SAY: "Our next step is to invite [person privately], not to promise a recording or event. [Owner] will report whether the narrator agrees. We will review completion of the agreement, recording, log, copies and index on [date]."

After the meeting

Offer the narrator an agreed copy and confirm how it may be delivered. An interview can be complete with no transcript and no public release. Report project progress without disclosing restricted content or private permission details.