

Release Form Script

Directions: Utilize this script upon meeting your interviewee. Before asking them to sit for an interview, remind them that they must first sign a form that authorizes your use of their testimony. Try it out!

Interviewer: Thanks so much for agreeing to meet with me today! Before we get started, I wanted to remind you of a few signatures I needed from you first.

Interviewee: Signatures? What for?

Interviewer: Right, signatures. If you recall from our previous phone call/email, I have to get your permission to utilize your testimony from today's interview before I can use it.

Interviewee: I remember that conversation. That sounds great. What will happen to my testimony after I sign?

Interviewer: Well, this form will authorize me to use your interview answers for my project with

_____ (name of institution). Also, it makes you aware of the location of our interview after it's complete.

Interviewee: I understand. Who will have access to our interview?

Interviewer: _____ (name of institution) and myself will not authorize the transcript for anyone else's use without first obtaining your written permission.

Interviewee: Excellent, I think I've got it.

HAVE INTERVIEWEE SIGN THE FORM IN THE PROPER LOCATIONS AT THIS TIME.

Interviewer: Excellent! Thanks for being so understanding. Now let's get started!