

## **Interview Planning Sheet**

**Name:** \_\_\_\_\_

1. Subject/person:
  
2. Meeting Date:
  
3. Meeting Place:
  
4. List important facts about the person/topic that you already know:
  
  
  
  
  
  
  
  
  
  
5. How will you open the interview?

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**Name:** \_\_\_\_\_

6. List your questions in order:

7. How will you close the interview?

8. List the materials you need: