

Team: _____

Date: _____

Interview Logistics (Who/What/Where/Why/When)

Interviewer(s): _____

Other roles and names, if any: _____

What can you expect to learn from the interview? _____

Interview Date/Time: _____

Interview Address: _____

Interview Room: _____

Name(s) of Interviewee(s): _____

Interviewee(s) Contact Information (phone and email): _____

Additional items:
