



# Instructions for a voice-only interview: Our Communities and COVID-19

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## Step 1: Setup your phone.

iPhone users: the stock audio recording app is called “voice memos.” Unless you deleted it, it is already installed on your phone. If you did delete it you will need to reinstall the app, but it is free.

Android Users: depending on your phone, you may or may not have a built-in audio recording app. There are several free options for you to choose from. You can do a search in the Google Play store or check [this list here](#).

## Step 2: Record a test file

Open the audio recording app on your phone. Press record on your audio recording app, wait a second or two, then read the following sentence into it.

“Hi my name is \_\_\_\_\_ and I am the \_\_\_\_\_ at \_\_\_\_\_ school in \_\_\_\_\_, Texas.”

Stop the recording and playback the file. Make sure you can clearly hear the entire sentence. Ensure that no words at the beginning or end were cut off. You may need to adjust between you and the phone when you are speaking. **Leave the phone on a table or desk when speaking. If you hold the phone, your arm might move while you speak which will give us inconsistent sound.** Try not to turn your head when speaking. If you can, make sure there are no other distracting or loud sounds in the area (music playing, other conversations, noisy appliances, etc.) Retry the test if needed. Delete the test file when you are finished.

## Step 3: Your Interview

***Interview Tips:** Don't worry if you need to start over or repeat any sentences. Just try to leave time between attempts on the recording. These recordings will be reviewed and edited down. You do not need to make multiple recordings, one long file is fine. If you do make multiple files just send all of them to me. You don't need to edit your own recording.*

**Speak naturally. Don't write a script and just read it into the microphone.** Work from notes if you need to. The goal is for this to sound conversational. Be as descriptive as possible. If you need to pause to think, that's fine! If you need me to have a conversation with someone, I will be happy to call and ask questions. (But you will need two phones, one to talk on and one to record your side of the conversation, if you want to go this route.)

TALK ALL YOU WANT. Let me worry about making it fit. I would rather have more information and cut down if I need to than not enough to make an episode work. If you have any questions, send me an email [john@tapps.biz](mailto:john@tapps.biz)

Press record on your audio recording app, wait a second or two, then read the following, filling in as you go.

"Hi my name is \_\_\_\_\_ and I am the \_\_\_\_\_ at \_\_\_\_\_ school in \_\_\_\_\_, Texas.

Answer the rest of these questions as best you can.

**Briefly tell us about your school.** (How many students do you have? What part of Texas are you located in? How long have you been around as an institution, etc.)

**Was there a big event or activity you were getting ready for as a community before the outbreak?** (Field trip? Coming back from spring break? Baseball / softball / track season, music or art, etc.) **What were the first actions your community took? How did it feel?**

**How has your school year changed as a result of the outbreak?** What are your plans for the school year and what have you had to do to make those happen?

**Describe the mood in your community. Is this affecting different parts of your school in different ways?** (For instance, if you have an elementary school or younger how are those kids reacting? If you have only a high school how are your freshmen taking it as opposed to your seniors? Which group at your community do you think is taking it the hardest and why?)

**How is this affecting your athletic and fine arts programs?** How are your different athletic programs adapted to dealing with this crisis? What is the mood of your players? Coaches? What are your fine arts students doing to keep up with their work? (Academic Teams, Choir and Band, Dance, Studio Art, etc.) What things are you doing to keep your players on track for competition? What are you doing to keep morale high?

Stop the recording when you finish.

**Step 4: Send your recording.**

Your audio recording app will allow you to send the file via email (or google drive if you have it). The steps for this will vary according to app and device. Just look for something that says “share” or “send.” If the app gives you options for quality, select the highest quality possible.

Send your recording to [john@tapps.biz](mailto:john@tapps.biz). Send any questions you may have to that address as well. Thank you for your time.