

# Interview Planning



An interview is never just a list of questions; it's more of a semi-structured conversation where you have a set of clear aims and themes that you want to tackle. Interviewing is somewhat of an art and practice makes perfect. Use the sheet below to plan your next radio interview

**This interview will be:**      Live       Pre-recorded       for \_\_\_\_ minutes

**Who are you interviewing (the interviewee)?**

**What is your aim of the interview and what do you want to find out?**

## Background research

Use your existing knowledge of the interviewee and subject matter but also sources such as friends/family, the internet, books etc. You may also want to talk to the interviewee but do not give too much away about what you'll ask!

## Themes

Think of three themes that you can cover to find out the relevant information to meet your aims. Use the back of the sheet to brainstorm some questions for each theme. You may also wish to refer to ELFM's **Interview Questions sheet** for this

1.

2.

3.

**Your name:**

**Date prepared:**