



RICHS Project Completion Checklist

Student/Volunteer Name: \_\_\_\_\_
Contributing Project: \_\_\_\_\_
Project Supervisor: \_\_\_\_\_
Date of Submission: \_\_\_\_\_
Type of Project (Oral history, metadata, etc.): \_\_\_\_\_

Forms:

Did you conduct an oral history for RICHS? If so, check all forms that have been filled out and submitted to the RICHS office.

- \_\_\_\_\_ RICHS Biographical Data Sheet
\_\_\_\_\_ RICHS Oral History Release
\_\_\_\_\_ RICHS Audio-Video Recording Log
\_\_\_\_\_ Abstract Template for Interviews

Notes: \_\_\_\_\_
\_\_\_\_\_

Did you conduct an oral history for the GLBT History Museum? If so, check all forms that have been filled out and submitted to the RICHS office.

- \_\_\_\_\_ RICHS Biographical Data Sheet
\_\_\_\_\_ GLBT History Project Oral History Release
\_\_\_\_\_ RICHS Audio-Video Recording Log
\_\_\_\_\_ Abstract Template for Interviews

Notes: \_\_\_\_\_
\_\_\_\_\_

Did you conduct an oral history for the UCF CVHP? If so, check "Yes" or "No. If "Yes," then refer to the UCF CVHP Completion Checklist and submit a copy of the completed list to the RICHS office.

- \_\_\_\_\_ Yes
\_\_\_\_\_ No



Notes: \_\_\_\_\_  
\_\_\_\_\_

Did you conduct research and digitize **archival materials from a repository**? If so, check all forms that have been filled out and submitted to the RICHS office.

- \_\_\_\_\_ RICHS Archive Release
- \_\_\_\_\_ RICHS Copyright Material Release (if applicable)

Notes: \_\_\_\_\_  
\_\_\_\_\_

Did you acquire **donated items from an individual for RICHS**? If so, check all forms that have been filled out and submitted to the RICHS office.

- \_\_\_\_\_ RICHS Image and Item Individual Release
- \_\_\_\_\_ RICHS Copyright Material Release (if applicable)

Notes: \_\_\_\_\_  
\_\_\_\_\_

Did you **create a podcast or other documentary**? If so, check all forms that have been filled out and submitted to the RICHS office.

- \_\_\_\_\_ RICHS Podcast and Documentary Consent and Release Form

Notes: \_\_\_\_\_  
\_\_\_\_\_

**Project Submission:**

Students and volunteers need to submit the following items when turning in their final product. Check all that apply and are included in this submission packet.

- \_\_\_\_\_ Summary of project, printed
- \_\_\_\_\_ List of contacts, printed
- \_\_\_\_\_ List of sources used while working on the project (in regard to metadata creators, the sources entered into the "External Reference" metadata element), printed
- \_\_\_\_\_ CD/DVD/thumb drive with all completed work, including the printed materials listed above (in regard to metadata creators, include completed metadata worksheet and associated digital items)