



The University of Central Florida Community Veterans History Project
Completion Checklist

- UCF CVHP Biographical Data Sheet
 - must be typed
 - a fillable format is available at:
<http://riches.cah.ucf.edu/veterans/files/UCFCVHPBiographicalDataSheet.pdf>
- UCF CVHP Release Form
- Library of Congress Veteran's Release Form
- Library of Congress Interviewer's Release Form
- UCF CVHP Audio and Video Recording Log
 - must be typed
 - a fillable format is available at:
<http://riches.cah.ucf.edu/veterans/files/UCFCVHPAudioVideoLog.pdf>
- An Interview Abstract
 - must be typed
 - a fillable format is available at:
<http://riches.cah.ucf.edu/veterans/files/interview-template.pdf>
- Two original copies of the interview
 - with a permanent marker, on the disks and cases, only list the veteran's name and date of the interview
 - Acceptable Formats
 - Video
 - CD Rom or DVD, not write protected
 - MPEG-4 file
 - Audio
 - CD Rom or DVD, not write protected
 - MPEG-4 or MP3 file
- Send the veteran a thank you letter
 - a fillable format is available at: <http://riches.cah.ucf.edu/veterans/forms.php>