RICHES 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 RICHES**? If so, check all forms that have been filled out and submitted to the RICHES office.

_____ RICHES Biographical Data Sheet

_____ RICHES Oral History Release

_____ RICHES 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 RICHES office.

_____ RICHES Biographical Data Sheet

_____ GLBT History Project Oral History Release

_____ RICHES Audio-Video Recording Log

_____ Abstract Template for Interviews

Notes: _____

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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 RICHES office.

_____ Yes

_____ No

Notes: _____

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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 RICHES office.

_____ RICHES Archive Release

_____ RICHES Copyright Material Release (if applicable)

Notes: _____

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

_____ RICHES Image and Item Individual Release

_____ RICHES Copyright Material Release (if applicable)

Notes: _____

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

_____ RICHES Podcast and Documentary Consent and Release Form

Notes: _____

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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)