

Digital Collection Day Document Checklist

Stage	Document	Task	Complete?
Pre-event	Volunteer Consent and Permissions Form	MANDATORY: All volunteers must complete and sign.	
Pre-event	Volunteer Information Sheet	For reference.	
Pre-event	Privacy Policy	For reference.	
Welcome	Welcome Desk Tracking Form	To keep track of contributors	
Welcome	Participant Information Pack	For reference. Make available to contributors.	
Welcome	Data Protection Poster	For reference. Make available to contributors.	
Welcome	Consent and Permissions Form	MANDATORY: All contributors must complete and sign.	
Welcome	Demographic Survey	<u>OPTIONAL:</u> Contributors can complete and sign.	
Welcome	Visitor Feedback Form	<u>OPTIONAL:</u> Contributors can complete and sign.	
Interview	Story Form (and Further Questions)	MANDATORY: Record information about story and object(s). Record answers to 'Further Questions'.	
Interview	Objects List	MANDATORY: Record information object(s).	
Digitisation	Digitisation Check In/Check Out List	To keep track of objects through the digitisation process	
Post-event	Volunteer Feedback Form	<u>OPTIONAL:</u> Volunteers can complete and sign	
Additional	Welcome Desk Quick Guide		
Additional	Interviewer Quick Guide		
Additional	Digitisation Quick Guide		
Additional	Photography Recording Notice		
Additional	Poster/leaflet		
Additional	Risk Assessment		