

Checklist

Name: _____

- 1) **Proper format:**
(on right) who, where, when;
context, item, comments;
all pages and items numbered
cross referenced (esp. to releases & ancillary items like cassettes, videos, slides, photos, Xeroxes, etc.)
(12 pt. plain, dark black type, single spaced; margins)
[**Reconcile corrected numbers** among items, release forms, and the Master List]
- sections & last names **highlighted** (don't say "myself")
(on left) title, (multiple) genre(s), group(s); informant data;
restrictions, collector data
(correctly*) (in lower left corner)

- 2) **Informant data:** Quality, thoroughness (give a fuller description), and applicability; **group data**
(Name, age, gender, where from, schooling, family background, occupation, ethnicity, language, folk groups (related to this performance); religion, hobbies, relationship to you)
("European-American", not "White" or "Caucasian"; "African-American," not "Black"; etc.)
(Tell me who's talking)

- 3) **Contextual data:** Quality, thoroughness (give a fuller description), and applicability; any **commentary**
(circumstances, situation, environment, background of performance. What gave rise to this performance?
(Tell me who's talking.)

- 4) **Item** or text submitted demonstrates student's accurate understanding of **folklore**
and indicates that the student really looked for a current expressive item of folklore

- 5) **Item** or text accurately and thoroughly transcribed, described or **presented**
(Give a fuller description; Tell me who's talking; pictures; recordings)

- 6) **Collector's autobiographical data:** Quality, thoroughness (give a fuller description), and applicability
(Name, age, gender, where from, schooling, family background, occupation, ethnicity, language, folk groups; religion, hobbies, etc.) — (can be on the Master List accompanying the finished collection)

- 7) **Release forms** signed and restrictions noted
one "Informant Release Form" for **each informant (including yourself)**;
just one "Collector's Release Form" for your collection **as a whole**);
unambiguously cross-referenced to correct item number ("Release Forms" in Collectors' Guide)

- 8) **Master List/Index** [at least in sample form]:
addresses, id., and collector data;
item listings, list format, numbering (o.k.?, on each page), last names highlighted,
general appearance (typed, 12 pt., single space, clear, black); (reconcile categories with items)
and for each item:
item number, title, genre**, description, informants, folk groups**,
performance context/situation, place & year of performance, restrictions,
keywords [leave blank!], notes. **This will be the index, so "more is better."

- 9) **Proper, university English** and grammar usage; punctuation, spelling or typographical errors?
(Second language errors: get an expert, English-only speaker to check this out for you)

- 10) **General appearance** of assignment (follow examples!); treatment of ancillary items (e.g., photos, tapes);
typed cleanly in black, margins, no staples, correct order of assembly, ...