



GUIDE TO HOSTING A VHP DAY

Planning

- You may want to form a committee and assign tasks to various members.
- Select a date and time for the Veterans History Project (VHP) Day and begin planning months in advance.
- Three categories of participants are needed: Veterans, interviewers, and transcribers (certified court reporters).
- Secure an adequately sized, quiet room(s) in which to hold the interviews.
- Consider what the audiovisual (A/V) equipment needs will be for the interviews.
- Create a marketing plan.
- Determine who will be responsible for returning the completed packets containing the transcripts, audio files, required VHP forms from the Library of Congress Field Kit, etc. **to NCRF** (the court reporter or the event organizer?) and make that known to all participants in advance.
- Plan refreshments (*optional*).
- Plan a ceremony for participating veterans (*optional*).
- Liaison with the National Court Reporters Foundation for VHP materials and [Transcript Formatting Guidelines from the Library of Congress](#).

Print materials

Print [VHP Field Kits](#) and email this link in advance to the participants when possible.



Create a schedule with time slots for interviews

(Sample schedule)

8:45-9:15 a.m.	Arrival - set out refreshments <i>(optional)</i>
9:30-10:30 a.m.	Conduct interviews
10:45-11:45 a.m.	Conduct Interviews
12-1:15 p.m.	Lunch break
1:30-2:30 p.m.	Conduct interviews
2:45-3:45 p.m.	Conduct interviews
4 p.m.	Closing ceremony <i>(optional)</i>

Court reporters

Contact your state's court reporters association for assistance in recruiting professional court reporters to transcribe veterans' stories during the VHP day. You may want to recruit one or two more than you think you will need in case you have some volunteers cancel at the last minute. Professional court reporters will be awarded 0.25 PDC from NCRA for every transcription they complete for the VHP, up to a maximum of 1.0 PDC for completing four transcriptions within a three-year certification period.

VERY IMPORTANT: All transcribers must complete a [Voluntary Service Agreement](#) and [Veterans History Project Checklist](#) (pages 13 and 14 of the Library's Guidelines) for each interview they transcribe or the Library of Congress will not accept the material. **It is essential that each court reporter keep copies of ALL VHP documents, recordings, and related materials and keep them on file.**

Interviewers

Line up court reporters and interviewers. The veteran may bring a family member or friend, who may be able to conduct a more personal interview. Please refer to the [VHP Field Kit](#) for guidance on what types of questions to ask and how to structure the interview. The interviewer must complete the required [Interviewer's Release Form](#) (page 10 of the VHP Field Kit).



Veterans

- Designate one person to correspond with the veterans.
- Set RSVP deadline date.
- Contact veterans.
- Have everybody, including veterans, RSVP one month before event.
- Limit the number of veterans to 15-20. Create a waiting list for a future event if you have limited resources.
- Send/email [VHP Field Kit](#), which include forms and releases that need to be signed, to participating veterans.
- All required forms and releases should be read and signed prior to the VHP Day event and given to the designated person corresponding with the veterans.
- All required forms and releases must be turned in to the pre-designated individual (the court reporter or the event organizer):
 - 1 [Biographical Data Form](#) (*pages 7 and 8 of the VHP Field Kit*)
 - 2 [Veteran's Release Form](#) (*page 9 of the VHP Field Kit*)
- Veterans may bring pictures or diaries they kept during their combat service that they would like to add to their transcript. These items will become part of the Library's permanent collection and cannot be returned. The veteran will need to complete the [Photograph Log](#) and/or the [Manuscript Data Sheet](#) (*pages 14 and 15 of the VHP Field Kit*).
- Ask the veteran if he/she is a member of the Disabled American Veterans (DAV) and note on the top of their Biographical Data Form.

Marketing plan

- Distribute flyers to local businesses about the VHP Day.
- Issue a press release to local television stations and newspapers.
- Send invitations to local VIPs, such as your Congressional representatives, for the closing/awards ceremony (*optional*).

Food and beverage

(*optional*)

- Contact local restaurants and ask them to donate food or beverages for the event.



Pulling it together

- Assign each veteran to a specific time, and then assign a court reporter and an interviewer.
- All interviews can be audio-recorded or video-recorded and a CD or DVD of the veteran's interview may be returned with each transcript (***optional but preferred by the Library of Congress***).
- Recruit volunteers to work at the VHP Day to direct participants, monitor schedules, set up refreshments, handout materials, or fill in for an interviewer. Have a backup list of volunteers in case you need someone to fill in at the last moment.
- Send out schedule, directions, and facilities information to all participants.
- Secure an emcee for the closing/awards ceremony (*optional*).
- Prepare signage for inside the venue and for the exterior of the building - e.g., where restrooms are located.
- Prepare interviewing site(s) with chairs, tables, lighting, and A/V equipment.
- Prepare food and beverage area (*if applicable*).

Recognition of participants

(*optional*)

Plaques or certificates may be awarded to interviewers, court reporters, and veterans at the closing ceremony. Or consider having a plaque made that lists all participants' names and display it in your organization/school to commemorate your organization/school's VHP Day.

Awards ceremony

(*optional*)

Contact local high schools and request that their ROTC groups participate in the closing ceremony by conducting a presentation of colors or flag ceremony to honor veterans in attendance.

Awards ceremony may include:

- Presentation of certificates
- ROTC presentation
- Singing of National Anthem



Wrap-up

- Send thank-you notes to veterans, court reporters, and interviewers for donating their time and talent to this important project (*optional*).
- Send a note to court reporters reminding them to return the completed transcripts, CDs, DVDs, GSAs, and required VHP Field Kit forms to NCRF within 30 days!
THIS IS VERY IMPORTANT.

Be sure to follow all instructions/guidelines developed by the Library of Congress for interviews, recordings, transcriptions, and release forms.

VERY IMPORTANT: It is essential that each court reporter keep copies of ALL VHP documents, recordings, and related materials and keep them on file.

Please return all required documents and materials to NCRF for delivery to the Library of Congress:

NCRF VHP
12355 Sunrise Valley Drive, Suite 610
Reston, Virginia 20191

This is not intended to be a comprehensive list of tasks, but rather a short guide meant to help get you started in preparing for a VHP Day. We would welcome any comments or any improvements you might discover.

Thank you for supporting our veterans and helping to preserve our nation's history!