**FORMAT for INTERVIEW**

1. Introductions (5-10 minutes)
   1. All committee members in attendance: Who they are and the role they will play in the project
   2. All Consultant members in attendance: Who they are and the role they will play in the project. Also, Consultant will need to identify any other individual who will play a part in performing the work if that person is not present.
2. Consultant given 30 to 60 minutes to make its presentation, illustrating its capabilities, capacities, production quality, and understanding of the project
3. Committee members then take 30 – 45 minutes to ask questions about what they saw as well as provide input into what additional content the region will require above and beyond that which the Consultant provided.
4. Consultant given 15 minutes to ask questions of its own of the committee members, clarifying issues that have been raised and/or to explore the various pathways the committee will allow the Consultant to take in performing its services.

*NOTE: The main thing to remember is that each “interviewee” be given the same amount of time and asked the same initial questions. Follow up questions based on the answers given can be spur of the moment since the Consultants responses will invariably raise questions that haven’t been thought of.*