

VT STORIES

www.vtstories.org

Sharing with the world what a Hokie really is.

THE PROCESS

1

RECEIVE CONTACT INFORMATION

Your contact information is received from the Alumni Association or from another resource.

2

VT STORIES REACHES OUT

A member of the VT Stories team will reach out to you via phone or email.

3

SCHEDULES INTERVIEW

An interview will be scheduled based on your availability and the availability of the VT Stories team member.

4

CONDUCT INTERVIEW

The 1-2 hour interview can take place wherever you are most comfortable: your home, your office, or in one of our on-campus recording spaces.

5

INTERVIEW TRANSCRIPTION

Once the interview is completed, the audio is sent to our transcription service.

6

TRANSCRIPT & ARTICLE REVIEW

Our team receives the completed transcription and checks it for spelling and grammar errors. Then, a VT Stories team member will write a draft article. Once the draft is completed, it will be sent to you with the full transcription for review.

7

IMAGE REQUEST

Once you send edits and/or approve the draft and the transcript of your interview, a team member will request images from you that you would like to see published in your story.

8

IMAGES RECEIVED & SOUND CLIPS EDITED

The team member organizes the story, using the images you provide and inserts sound clips from the interview.

9

PUBLISHED!

Your VT Story is published! Check it out on vtstories.org.