Reminiscence Guide Meeting Notes

Story notes should be reviewed for accuracy at the end of each call. Please validate the spelling of each place and character involved in the story. Please save these notes until the program manager has confirmed that your Memory Holder’s book has been sent for creation.

# **Demographic Data**

* Session Date –
* Session # -
* Memory Holders Name-
* Session Topic -
* Session Category -

Setting

***[This section can be used to note when and where the setting for this story is. Notes should be descriptive as well as factual.]***

Characters

***[This section should list all individuals discussed in their story.]***

Plot

***[This section should be used to record the events of the story. Your notes should be descriptive as well as factual. Please be sure to provide as much detail as you can to convey what happened in the timeline of the story.]***

**NOTE: You can use bullet points on this form but when you fill out the Microsoft Form, your submission should read as a “story.”**

Theme

***[This section can be used to not why the story was important to the memory holder and how it impact you.]***

Additional Notes

***[Use this section to record any additional notes you may have about today’s session.]***