Speaker Key:	
Interviewer:	**I and bold font**
Interviewee 1:	name of person or other designation
Interviewee 2:	name of person or other designation
Interviewee 3:	name of person or other designation

I	**This is an example of our multiple speaker interview template with speaker key. The interviewer is shown in bold font to make the questions asked stand out clearly.**
1:	The interviewee's responses are typed in normal font. Any areas of unclear recording are shown with a time stamp in red font e.g. 27:42 means that at 27 minutes and 42 seconds on the recording, we could not understand what was being said. This should make it quick and easy for you to go back to the recording. We use a table format to make it easier to see the changes in speakers. Obviously the table can easily be removed, just leaving text if that is your preference.
2:	We will ask you at the start of the recording to introduce the names of each speaker so we obtain a voice check. This will help us to identify the different speakers as we go along.
1:	If you prefer, we can write the initials of the different speakers in the first column, rather than a key and a number. See our other example template.
3:	Or you can choose any other layout you prefer as your standard template.