**Gathering Anecdotal Evidence Log Template**

Use this log to record visitor comments overheard in public spaces. Aim to note exact wording, approximate time and any relevant context. Do not include names or personal details of visitors. If you adapt this log or add new fields, please make a note of them so that we can compile and share with other organisations trialling this tool.

|  |  |
| --- | --- |
| **Listener Name** |  |
| **Date** |  |
| **Time** |  |
| **Location / Area** |  |

**Quick Reference Guide**

**Who said it** Describe only in general terms (e.g. young child, adult couple, school student).

**Context / Notes** Include things like body language, tone, nearby exhibit, whether the visitor seemed confused, delighted, moved, etc.

**Reminder** Only record what is spoken audibly and clearly in public / shared spaces. Do not record private or sensitive conversations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Location** | **What was said (exact wording if possible)** | **Who said it** | **Context / Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Final Listener Reflections** | |
| **Prompts** | **Listener Notes** |
| What were key takeaways from this listening exercise? |  |
| And patterns or surprises worth noting? |  |
| Suggestions for follow-ups or further investigation? |  |