**Survey Postcards briefing notes**

These postcards are for the purpose of assessing the experience of audiences at the Maritime Museum.

Rather than carrying out surveys on-site, we have chosen to collect audience contact details so that we can either speak to audience members about their experience on the phone, or we can send out a survey by email.

Volunteers on shift and any you meet whilst you are on shift are welcome to fill out a postcard if you/they would like to take part in further research and give feedback on your/their visit to the Maritime Museum.

We have found at recent exhibitions that members of the public have been taking the postcards away with them as souvenirs, which we would like to avoid as much as possible. The postcards are strictly for monitoring and evaluation purposes and each postcard which goes missing means one less audience member we can evaluate. Please do try to keep the postcards on your person to avoid them going missing and hand both completed and incomplete postcards back to the Event Lead at the end of the shift.