

WITNESS QUICK RECORD

SAFETY FIRST

If the event is still happening, do not drive distracted, trespass, approach an aircraft, or put yourself in danger. Record only when it is safe.

EVENT SNAPSHOT

Fill this out before discussing interpretations

DATE AND LOCAL TIME

LOCATION

DIRECTION FACED

DURATION

WEATHER AND VISIBILITY

SOUND

OTHER WITNESSES

RECORDING DEVICE

FILE NAMES SAVED

WHAT I DIRECTLY OBSERVED

Use sensory descriptions - not labels

FIRST ACCOUNT

Describe what reached your eyes and ears. Note apparent shape, light, motion, color, changes, and disappearance. Use 'appeared' when distance or size was not measured.

SCENE SKETCH

DRAW THE SIGHTING IN RELATION TO THE HORIZON AND FIXED OBJECTS

Include the horizon, landmarks, direction of travel, and your position.

NOT TO SCALE

WITNESS QUICK RECORD

PRESERVE BEFORE YOU PROCESS

- ☐ Save the first written or recorded account.
- ☐ Copy originals before cropping or enhancing.
- ☐ Ask witnesses to write separately before comparing.
- ☐ Keep original photos and videos untouched.
- ☐ Record file names, device, and transfer history.
- ☐ Label later memories and outside information.

KEEP THE LAYERS SEPARATE

Both columns matter, but they are not the same

OBSERVATION

What did you directly see, hear, or measure?

INTERPRETATION

What identity, cause, distance, speed, or intention did you infer?

REASONABLE FIRST CHECKS

- ☐ Aircraft or helicopter
- ☐ Star or planet
- ☐ Drone
- ☐ Reflection or glare
- ☐ Nearby light or structure
- ☐ Satellite or reentry
- ☐ Balloon or lantern
- ☐ Atmospheric effect
- ☐ Camera or compression artifact
- ☐ Intentional deception

PROVISIONAL CONCLUSION

It is acceptable to leave this open

STRONGEST SUPPORTABLE STATEMENT TODAY

State what the record supports, what remains uncertain, and what new information could change the conclusion.

CONFIDENCE

MOST IMPORTANT EVIDENCE GAP

DATE TO REVIEW AGAIN