

HOSPITAL: Name of Hospital Location Address Telephone	AMBULANCE: 000	POLICE: 000	POLICE STATION: Police Station Location Address Direct Telephone
DOCTORS ON-CALL AFTER HOURS: Telephone			
ADDITIONAL TELEPHONE ie COAST GUARD: Telephone			

"PRODUCTION TITLE"

Producers: xxxxx Director: xxxxx
 PRODUCTION COMPANY: xxxxxxxxxxxxxxxx ABN: xxxxx
 PRODUCTION OFFICE: xxxxxxxxxxxxxxxx Tel xxxxxxxxxx Fax xxxxxxxxxxxxxxxx
 POSTAL ADDRESS: xxxxxxxxxxxxxxxx Office Mob Contact xxxxxxxx (Production Coord.) or xxxxxxxx (Production Secretary)
 Editing Suite: xxxxxxxxxxxxxxxx: Telephone xxxxxx & Edit Suite Direct Line xxxxxxxx

CALLSHEET

LOCATION: 1. SCRIPT LOCATION - ACTUAL LOCATION
 Address of actual location

UNIT BASE: Address of Unit Base

SHOOT DAY:
DAY:
DATE:

Unit called @
 W/R called @
 M/U called @
CREW CALL:
 Snack on arrival @
 EST. WRAP:

EST. SCREEN TIME:
 Sunrise: Sunset:

ON SET MOBILES:
 2nd Assistant Director - Name & Mobile
 Unit Manager - Name & Mobile
 Location Manager - Name & Mobile
PRODUCTION MOBILES:
 Prod Mgr: Name & Mobile
 Prod Co-Ord: Name & Mobile

WEATHER: Description & Temperature

Sc. #	Script Timing	SET SYNOPSIS	CHARACTER	ARTISTS	Travel	M/U W/R	ON SET
		Int/Ext - SCRIPT LOCATION - Day/Night Scene Description	CHARACTER NAME CHARACTER NAME CHARACTER NAME	CAST NAME CAST NAME CAST NAME			
		Int/Ext - SCRIPT LOCATION - Day/Night Scene Description	Extras Description				
		Int/Ext - SCRIPT LOCATION - Day/Night Scene Description					
LOCATION MOVE							
		Int/Ext - SCRIPT LOCATION - Day/Night Scene Description					
		Int/Ext - SCRIPT LOCATION - Day/Night Scene Description					
		Int/Ext - SCRIPT LOCATION - Day/Night Scene Description					
		Int/Ext - SCRIPT LOCATION - Day/Night Scene Description					
END OF DAY 1							

CAST PICK-UP:

PU	DRIVER	ARTIST	P/U LOCATION	DESTINATION	ARR.

PARKING: Instructions from Location Manager

UNIT NOTE:

PROPS: Sc # - Props Listed
 Sc # - Props Listed

COSTUME: Sc # - Costume Notes Listed
 Sc # - Costume Notes Listed

CAMERA: Sc. # -

SOUND: Sc. # -

GRIPS: Sc # - Grip Notes

ELEX: Sc # - Elex Notes

ACTION VEHICLES: Sc # & # - Action Vehicle ex Name & Mobile called @
Sc # - Action Vehicle ex Name & Mobile called @

SPECIAL EQUIPMENT: Notes & call time

ADDITIONAL LABOR: Additional Personnel Title Name & Mobile called @
Additional Personnel Title Name & Mobile called @
Additional Personnel Title Name & Mobile called @
Additional Personnel Title Name & Mobile called @

LOCATION NOTES:

CATERING:

Breakfast for # at
Lunch for # at
Afternoon Tea for # at

RUSHES:

EXPOSED NEGATIVE to be *Insert movement for rushes drop off to lab or pick-up by courier (include names and mobile numbers)*

EDITOR'S PAPERWORK to be put in 'EDITOR'S' envelope & dropped to *Insert Location*

DATs to be *dropped to Insert Location*

CONTINUITY AND MARKED-UP SCRIPT to be faxed to EDITOR (Edit Suite. Editor Name Fax Number) morning after shoot

OFFICE PAPERWORK, camera, sound, AD reports & continuity to be placed in 'TO OFFICE' envelope provided & handed to RUNNER (*Insert Name & Mobile*) the morning after wrap.

All Office paperwork then to be given to PRODUCTION COORDINATOR (*Insert Name & Mobile*) by RUNNER

DAILY DVD RUSHES will be provided for screening at the PRODUCTION OFFICE.

ADVANCE SCHEDULE:

SHOOT DAY:

EST. CREW CALL:

ACTUAL LOCATION:

SCRIPT LOCATION:

SCENES:

INSERT NAME OF 1st AD

1st Assistant

Director

PRODUCTION NOTES: