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| **TITLE:** Production Title **DATE:** **DAY** \_\_\_ **of** total #\_\_\_\_ | **LOCATION(S):** Name and Addresses |
| **PARKING INSTRUCTIONS:**  |
| **PRODUCER CONTACT INFO:** Name and Phone # for producer |
| **SCENE(S):**# Int/Ext Scene Heading Day/Night |
| **SUNRISE:** time**SUNSET:** **TEMP:** Hi/Lo | **NEAREST HOSPITAL:** Determine address of nearest hospital.  |
| **CREW CALL:** timeSee below for exceptions | **CAST CALL:** timeSee below for exceptions |
| **POSITION:** | **NAME:** | **TIME:** | **CHARACTER:** | **ACTOR:** | **TIME:** |
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| **SETUPS:** # of camera setups scheduled (for fiction. Docs can estimate # of scenes/types of footage to cover. | **FOOTAGE ALLOTMENT:** # of minutes of footage allotted for day |
| **SCHEDULE:**  | Sample day below:  |
| Time | Event |
| 7:30 AM | Set lights and camera for First Setup |
| 7:30 AM | Actors into makeup and costume |
| 8:30 AM | First Shot Scene 8 |
| 8:30 -11:00 AM  | Setups 1-3 Scene 8 |
| 11:00 AM | LUNCH BREAK |
| 11:30 AM | Lay Dolly Track for Setups 4-5 of Scene 8 |
| 12:15-2:30 PM | Setups 4-5 of Scene 8 |
| 2:30 PM | Wrap/Clean up |
| 3:30 PM | Last Man Out |
| **NOTES:** Detail any special instructions about weather, attire, equipment, meeting place, company moves, etc.  |