|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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:** time  See below for exceptions | | | | **CAST CALL:** time  See below for exceptions | | |
| **POSITION:** | **NAME:** | | **TIME:** | **CHARACTER:** | **ACTOR:** | **TIME:** |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
| **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. | | | | | | |