

CALL SHEET

PRODUCTION COMPANY NAME: ADDRESS: TELEPHONE, FAX, EMAIL CONTACT DETAILS:
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PRODUCTION TITLE (Working title): SHOOT LOCATION(S): SHOOT DATES: PRODUCTION MOBILE NO: WEATHER AND TEMPERATURE: ANY SPECIAL WARM OR COLD WEATHER CLOTHING:
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PRODUCTION TEAM		
Executive Producer	Name	Contact details/work numbers and mobiles only
Series Producer	Name	Contact details
Director	Name	Contact details
Head of Production	Name	Contact details
Production Manager	Name	Contact details
AP	Name	Contact details
Emergency Insurance out of hours contact	Name	Contact details

And so on...

NEXT TAPE NO:

TRAVEL DETAILS

	All 4 crew DV airlines	Booking refs: 2345-2348
Flight time: 11.30 am Arrival: 17.48	Flight no: DE2233	Flight duration: 7 hrs 55 mins. Vegetarian meal ordered for AP.
ACCOMMODATION		
First 3 days staying at (Nights of 3/4/5 th April 2010)	Maceys Hotel, 2334 Cranes Avenue, Denver 22087 Booking refs: 2345, 2346,2347,2348.	Hotel contact details: 4 single en suite rooms booked/late check in already arranged. Dinner available at hotel
Second 2 days: nights of 6 & 7 th April	Dupont Hotel 5678 Avenue B, Denver, 55467.	Hotel contact details:

Car rental details	Here...Name and contact numbers	
CAR RENTAL INSURANCE DETAILS OF WHICH INSURANCES REQUIRED BY THE COMPANY.	DETAILS OF PERSONAL INSURANCE FOR ALL PERSONNEL.	
KIT LIST	Details of all kit listed here...	Kit company hired from details here...
FLOATS	As well as company credit card AP has US\$ 2,000 and GBP 300	To cover petrol, food, refreshments, taxis, parking and tolls – please keep all receipts.
EXPENSES – please keep all relevant expenses receipts for re-imburement.	All crew to pay their own mini bar bills or any other extras.	The production company will cover the cost of one phone call per day.

DON'T FORGET: production mobile, chargers and US plug adaptors, telephone cards.
DELIVERY PAPERWORK: please remember to get Release forms and Location Agreements signed by all and returned to me at the end of the shoot.

SCHEDULE

Tuesday 3rd April 2010 – TRAVEL DAY

06.00	Director leaves home for Heathrow/Terminal 3, cab booked from Speedy Cabs – 0208-857-4222	Cab booking ref no:
06.30	AP leaves for Heathrow/Terminal 3/cab booked Speedy cabs – 0208-857-4222	Cab ref no:
07.00	Cameraman leaves for Heathrow/Terminal 3/ cab booked from Speedy cabs – 0208-857-4222	Cab ref no:
07.00	S/R leaves for Heathrow/Terminal 3/cab booked from Speedy cabs – 0208-857-4222	Cab ref no:
08.30	Crew RV at check in desk for DV airlines.	Excess baggage deal with airline: £7 per box

	Collect tickets at check in. Booking ref: DE22276	agreed with Joe Bloggs at DV Airlines/ (T) London office 0207-778-8888
9.30	Crew to Customs & Excise office for carnet check and stamped approval.	Flight leaves: 11.30am
Upon arrival at Denver Airport approx 17.48	TIME DIFFERENCE GMT: - 6 hours Make your way to Superior car hire office (see attached directions for location) *Buy book of local maps before you leave the airport	Vehicle booking ref no: DE78622 MAKE SURE YOU TICK ALL THE BOXES FOR INSURANCE – SEE BELOW. Named drivers: Director and AP. Pay on collection US\$250 (co. credit card) AP holds company credit card and float.
		Map and directions attached, approx. 55 mins drive from airport.
20.15	Dinner booked at hotel for 1 st night only.	
Wednesday 4 th April	SHOOT DAY 1	
07.00	Breakfast at hotel	Crew drive to Grenadier Park, 2009 Grenadier Street, Fallen Tree, Denver, 22334. Drive duration; approx 45 mins/38 miles/see maps and directions attached
09.00	Film ext I/V with Frank Body from Superman Drugs Inc	
And so on...		
Continue with details of each set up until end of shoot...		
Details of return journey	Return hire car remembering to fill up with petrol on return.	Remember to collect all paperwork for car hire
Return flight details		
Arrange cabs to collect at UK airport with name boards.	Details of cabs booked, ref numbers etc.	Cab company contact details

Instructions for returning rushes to office before going home to bed!	Any instructions about getting kit back to hire company...	Cameraman – a reminder to return the carnet to the office as soon as possible.

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