

Call Sheet #1 - Monday 5th January 2013

Film Title

Unit Call Time: 12:00	Weather: 5°C - Rain Sunrise: 07:30 Sunset: 17:18 Humidity: 20%		
Main Production Contact	Name & Number		
Director:	Name	Number	Email
Line Producer:	Name	Number	Email
1st Assistant	Name	Number	Email
Director:	Name	Number	Email
Assistant Producer:	Name	Number	Email
3rd Assistant	Name	Number	Email
Director:	Name	Number	Email

Sets	Sc No	D/N	I/E	Location	Synopsis	Cast No
Train Station	20	D	E	Station name	James is waiting for his train	1
Train Station	24	D	E	Station name	James receives a phone call	1
Restaurant	34	N	E	Restaurant name	Louise meets Jack outside	2, 3
Restaurant	35	N	I	Restaurant name	Jack and Louise have dinner	2, 3, 4

Cast

Cast No	Cast	Character	P/U	W/R M/U	On Set	Contact
1	Actor Name	James	12:00	12:30	13:00	Number
2	Actress Name	Louise	16:00	16:30	17:30	Number
3	Actor Name	Jack	16:00	16:30	17:30	Number
4	Actor Name	Waiter	16:00	16:30	17:30	Number

Production Requirements

Rushes: Name the person you want your footage to go to
 Parking: Outline any parking
 Catering: Name your caterers
 Toilets: Specify toilet facilities if there are any.
 Medical: First Aider's Name

Preliminary Schedule - Subject to change

Time	Action	
12:00	Unit Call & Setup	Unit Wrap Time: 20:00
13:00	Scene 20 Shoot	
14:00	Scene 24 Shoot	
15:00	Pack up	
15:30	Lunch	
16:00	Leave for Restaurant Location	
16:30	Set up for scene 34	
17:30	Scene 34 Shoot	
18:30	Scene 35 Shoot	
20:00	Wrap & Packup	

Further Contacts

	Name	Number	Email
Camera Assistant	Name	Number	Email
Grip	Name	Number	Email
Production Assistant	Name	Number	Email
Runner	Name	Number	Email
Runner	Name	Number	Email

Health & Safety

Here you might like to mention any health and safety issues specific to that day such as:

- Environment - think about your location and mention briefly any major hazards. Specifics can be mentioned in a risk assessment
- Clothing - do your crew need to wear any specific clothing i.e. protective footwear, waterproofs, etc.

You may need to include various other information here dependent on your location and equipment.

Travel

Name	Travel Method	Departure time + any additional information	Return Time (again plus any additional information - see below for example)
Joe Bloggs	Train	Depart: Portsmouth 11:42 Arrive: Guildford 12:45 Depart: Guildford 12:50 Arrive: London Waterloo 13:30 Changes: 1	Depart: London Waterloo 21:00 Arrive: Portsmouth 22:40 Changes: 0
John Smith	Plane	Flight Number: XYZ8910 2nd January 2013 Depart: Nice, France 08:30 Arrive: London Gatwick 09:30	Flight Number: XYZ8911 14th January 2013 Depart: London Gatwick 15:30 Arrive: Nice, France 17:30