|  |  |  |
| --- | --- | --- |
| Executive Producer:  Producer:  Director:  Production Manager:  Production Coordinator:  1st Assistant Director: | **TITLE** | DATE:  SHUTTLE INFO: |
| WEATHER:  First Aid kit and fire extinguisher at the craft table. | **CALL TIME**  **00:00**  Check grid for individual call times | LUNCH  00:00 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Production Office** | | | **Nearest Hospital to Set** | | | | | |
|  | | |  | | | | | |
| **LOCATIONS** | | | | | | | | |
| **#** | **Location** | **Address** | | **Parking** | | | **Contact** | |
| **1** | **Smith’s Bagels** | **123 John St.**  **New York, New York** | | **Street Parking out front** | | | **Mary**  **C: 555-555-5555** | |
| **Scene and Description** | | | | | **Cast** | **Pgs** | | **Loc** |
|  | | | | |  |  | |  |
|  | | | | |  |  | |  |
|  | | | | |  |  | |  |
|  | | | | |  | TOTAL PAGES: | |  |

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| **#** | **Cast** | **Role** | **Call Time** | **Pick Up Time** | **MU/WD** | **Set Call** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |

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| **Extras/Background** |
|  |
|  |
| **Transportation** |
|  |
| **Craft – Hot & Ready @** |
| Cast/Crew Subs x 00 @ 0000 |
| **Catering** |
| Cast/Crew Lunch x 00 to be Hot & Ready @ 0000 to be served @ 0000 |

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| --- |
| **SET REQUIREMENTS** |
| **Props:** |
| **Special Effects:** |
| **Vehicles:** |
| **Wardrobe:** |
| **Makeup:** |
| **Set Dressing:** |
| **Animal Wrangler:** |
| **Stunts:** |

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| --- | --- | --- | --- | --- |
| **Producer**  NAME  PHONE NUMBER | **Producer**  NAME  PHONE NUMBER | **Production Manager**  NAME  PHONE NUMBER | **Production Coordinator**  NAME  PHONE NUMBER | **1st Assistant Director**  NAME  PHONE NUMBER |

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| --- | --- | --- |
| **Advanced Schedule Day x of x 00-00-00** | | |
| **Scene and Description** | **Cast** | **Pages** |
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| **DEPT** | **NAME** | **IN** | **DEPT** | **NAME** | **IN** |
| **PRODUCTION** |  |  | **ART DEPT** |  |  |
| Producer |  |  | Production Designer |  |  |
| Producer |  |  | Art Department |  |  |
| Director |  |  | Art Department |  |  |
| Production Manager |  |  | **HAIR/MAKEUP/WARDROBE** |  |  |
| Production Coordinator |  |  | Key |  |  |
| Production Assistant |  |  | Assistant |  |  |
| Production Assistant |  |  | Assistant |  |  |
| **AD’S** |  |  | **CONTINUITY** |  |  |
| 1st Assistant Director |  |  | Script Supervisor |  |  |
| 2nd Assistant Director |  |  | **LOCATIONS** |  |  |
| 3rd Assistant Director |  |  | Locations Manager |  |  |
| **CAMERA DEPT** |  |  | **SOUND** |  |  |
| Director of Photography |  |  | Production Sound Mixer |  |  |
| 1st Assistant Camera |  |  | Boom Operator |  |  |
| 2nd Assistant Camera |  |  | **STUNTS** |  |  |
| Camera Trainee |  |  | Stunt Coordinator |  |  |
| **GRIP & ELECTRIC DEPT** |  |  | **CATERING/CRAFT** |  |  |
| Key Grip |  |  | Catering |  |  |
| Best Boy Grip |  |  | Craft |  |  |
| Grip |  |  | **DRIVERS** |  |  |
| Gaffer |  |  | Driver Coordinator |  |  |
| Best Boy Electric |  |  | Driver |  |  |
| Electric |  |  | Driver |  |  |
| Swing |  |  | Driver |  |  |

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| --- | --- | --- | --- | --- |
| **Producer**  NAME  PHONE NUMBER | **Producer**  NAME  PHONE NUMBER | **Production Manager**  NAME  PHONE NUMBER | **Production Coordinator**  NAME  PHONE NUMBER | **1st Assistant Director**  NAME  PHONE NUMBER |