Episode Title Production Company Credit Shoot Date Day x of y

Producer	James Smith	(xxx) xxx-xxxx
Director	Jane Doe	(xxx) xxx-xxxx
UPM	Janet Smith	(xxx) xxx-xxxx
Nearest Hospital		(xxx) xxx-xxxx
Address Line 1		
Address Line 2		

## PRODUCTION TITLE/GRAPHIC

BREAKFAST	MA 00:8	CRAFT SERVIC	ES
LUNCH	1:00 PM	Jim Doe	(xxx) xxx-xxxx
SUNRISE	Miletel	SUNSET	
6:15 AM	3	7:50 PM	Marine .
WEATHER	70° AM	80° NOON	72° PM
Humidity	10%	Most	ly Sunny

Sample Note 1: Individual call times may vary. \*\*NO SOCIAL

MEDIA\*\*CLOSED SET\*\*

Sample Note 2: Questions? Call Jack Doe (xxx) xxx-xxxx

CALL

9 AM

Sample Note 3: Walkie Assignments (5) Sample Note 4: Walkie Units: 5

SCENES	SET AND DESCRIPTION	CHARACTER	# D/N	PAGES	LOCATION/NOTES
	SET 1				
	Description 1				
	SET 2				
	Description 2		•	•	
	SET 3				
	Description 3			•	
	SET 4				
	Description 4				
	SET 5				
	Description 5	•		•	
•	•				

## TOTAL PAGES

#	CAST	CHARACTER	SWHF	MU	SET	MINOR?	SPECIAL INSTRUCTIONS
						Y/N	

## PRODUCTION NOTES

Production Note 2 Production Note 3	[Sample] Allowed Guests [Sample] No. of Stand-ins [Sample] Special Props
Production Note 4	[Sample] Special Atmosphere

POSITION	NAME	PHONE	IN
Director			
1st AD			
Set PA			
Set PA			
Dir. of Photography			
Cam OP			
Ist AC			
DIT			
Still Photographer			
Key Grip			
Best Boy Grip			
Addl Grip			
Key Makeup Artist			
Key Hairstylist			
Key Costumer			
Production Designer			
Set Designer			

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