

Studio name

Call sheet, Project name

Crew call

08:00

Lunch

12:30

Wrap

17:00

Location

Location

Location name

Address

Address and postcode

Parking

Where to park, how to get in

Nearest hospital with A&E

Hospital

Nearest A&E

Address

Hospital address

Drive time

Minutes by car

Studio name

Run of day

Run of day

Time	What	Notes
08:00	Crew call	Unload, set up first position
08:30	First setup	
09:00	Interview	
10:30	B-roll	
12:30	Lunch	
13:30	Second location	
15:30	Pick-ups	
17:00	Wrap	Cards backed up before the van moves

Crew

Role	Name	Mobile	Call
Director			08:00
Camera			08:00
Sound			08:00

Client and talent

Role	Name	Mobile	Arriving
Client contact			09:00