

Episode Title



Production Company Credit

Shoot Date

Day x of y

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



<b>BREAKFAST</b>	8:00 AM	<b>CRAFT SERVICES</b>	
<b>LUNCH</b>	1:00 PM	Jim Doe	(xxx) xxx-xxxx
<b>SUNRISE</b>	6:15 AM 	<b>SUNSET</b>	
		7:50 PM	
<b>WEATHER</b>	70° AM	80° NOON	72° PM
<b>Humidity</b>	10%	Mostly 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
	<b>SET 1</b>				
	<i>Description 1</i>				
	<b>SET 2</b>				
	<i>Description 2</i>				
	<b>SET 3</b>				
	<i>Description 3</i>				
	<b>SET 4</b>				
	<i>Description 4</i>				
	<b>SET 5</b>				
	<i>Description 5</i>				
<b>TOTAL PAGES</b>					

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


PRODUCTION NOTES	
Production Note 1 Production Note 2 Production Note 3 Production Note 4	[Sample] Allowed Guests [Sample] No. of Stand-ins [Sample] Special Props [Sample] Special Atmosphere

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

POSITION	NAME	PHONE	IN