

Executive Producer: Producer: Director: Production Manager: Production Coordinator: 1 st 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
				TOTAL PAGES:

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

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

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

Advanced Schedule Day x of x 00-00-00		
Scene and Description	Cast	Pages

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		
1 st Assistant Director			Script Supervisor		
2 nd Assistant Director			LOCATIONS		
3 rd 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		

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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