CALL SHEET

PRODUCTION COMPANY NAME: ADDRESS:

TELEPHONE, FAX, EMAIL CONTACT DETAILS:

PRODUCTION TITLE (Working title): SHOOT LOCATION(S):

SHOOT DATES: PRODUCTION MOBILE NO:

WEATHER AND TEMPERATURE:

ANY SPECIAL WARM OR COLD WEATHER CLOTHING:

|  |  |  |
| --- | --- | --- |
| PRODUCTION TEAM |  |  |
| Executive Producer | Name | Contact details/work numbers and mobiles only |
| Series Producer | Name | Contact details |
| Director | Name | Contact details |
| Head of Production | Name | Contact details |
| Production Manager | Name | Contact details |
| AP | Name | Contact details |
| Emergency Insurance out of hours contact | Name | Contact details |

And so on…

NEXT TAPE NO:

TRAVEL DETAILS

|  |  |  |
| --- | --- | --- |
|  | All 4 crew DV airlines | Booking refs: 2345-2348 |
| Flight time: 11.30 am Arrival: 17.48 | Flight no: DE2233 | Flight duration: 7 hrs 55 mins.Vegetarian meal ordered for AP. |
| ACCOMMODATION |  |  |
| First 3 days staying at (Nights of 3/4/5th April | Maceys Hotel, 2334 Cranes Avenue, Denver | Hotel contact details: |
| 2010) | 22087 |  |
|  | Booking refs: 2345, | 4 single en suite rooms |
|  | 2346,2347,2348. | booked/late check in |
|  |  | already arranged. |
|  |  | Dinner available at hotel |
| Second 2 days: nights of 6 & 7th April | Dupont Hotel5678 Avenue B, Denver, 55467. | Hotel contact details: |

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| --- | --- | --- |
| Car rental details | Here…Name and contact numbers |  |
| CAR RENTAL INSURANCE DETAILS OF WHICH INSURANCES REQUIRED BY THE COMPANY. | DETAILS OF PERSONAL INSURANCE FOR ALL PERSONNEL. |  |
| KIT LIST | Details of all kit listed here… | Kit company hired from details here… |
| FLOATS | As well as company credit card AP has US$ 2,000 and GBP 300 | To cover petrol, food, refreshments, taxis, parking and tolls – please keep all receipts. |
| EXPENSES – please keep all relevant expenses receipts for re-imbursement. | All crew to pay their own mini bar bills or any other extras. | The production company will cover the cost of one phone call per day. |

DON’T FORGET: production mobile, chargers and US plug adaptors, telephone cards.

DELIVERY PAPERWORK: please remember to get Release forms and Location Agreements signed by all and returned to me at the end of the shoot.

SCHEDULE

Tuesday 3rd April 2010 – TRAVEL DAY

|  |  |  |
| --- | --- | --- |
| 06.00 | Director leaves home for Heathrow/Terminal 3, cab booked from Speedy Cabs – 0208- 857-4222 | Cab booking ref no: |
| 06.30 | AP leaves for Heathrow/Terminal 3/cab booked Speedy cabs – 0208-857-4222 | Cab ref no: |
| 07.00 | Cameraman leaves for Heathrow/Terminal 3/ cab booked from Speedy cabs – 0208- 857-4222 | Cab ref no: |
| 07.00 | S/R leaves for Heathrow/Terminal 3/cab booked from Speedy cabs – 0208- 857-4222 | Cab ref no: |
|  |  |  |
| 08.30 | Crew RV at check in desk for DV airlines. | Excess baggage deal with airline: £7 per box |

|  |  |  |
| --- | --- | --- |
|  | Collect etickets at check in. Booking ref: DE22276 | agreed with Joe Bloggs at DV Airlines/ (T) London office 0207-778-8888 |
| 9.30 | Crew to Customs & Excise office for carnet check and stamped approval. | Flight leaves: 11.30am |
| Upon arrival at Denver Airport approx 17.48 | **TIME DIFFERENCE****GMT: - 6 hours**Make your way to Superior car hire office (see attached directions for location)\*Buy book of local maps before you leave the airport | Vehicle booking ref no: DE78622MAKE SURE YOU TICK ALL THE BOXES FOR INSURANCE – SEE BELOW.Named drivers: Director and AP.Pay on collection US$250 (co. credit card) AP holds company credit card and float. |
|  |  | Map and directions attached, approx. 55 mins drive from airport. |
| 20.15 | Dinner booked at hotel for 1st night only. |  |
|  |  |  |
| Wednesday 4th April | SHOOT DAY 1 |  |
| 07.00 | Breakfast at hotel | Crew drive to Grenadier Park, 2009 Grenadier Street, Fallen Tree, Denver, 22334.Drive duration; approx 45 mins/38 miles/see maps and directions attached |
| 09.00 | Film ext I/V with Frank Body from Superman Drugs Inc |  |
| And so on… |  |  |
| Continue with details of each set up until end of shoot… |  |  |
| Details of return journey | Return hire car remembering to fill up with petrol on return. | Remember to collect all paperwork for car hire |
| Return flight details |  |  |
| Arrange cabs to collect at UK airport with name boards. | Details of cabs booked, ref numbers etc. | Cab company contact details |

|  |  |  |
| --- | --- | --- |
| Instructions for returning rushes to office before going home to bed! | Any instructions about getting kit back to hire company… | Cameraman – a reminder to return the carnet to the office as soon as possible. |
|  |  |  |

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