**Date:**

**CREW**

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Number | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**TALENT/S**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Phone | Email | Permission |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**LOCATIONS**

**Pre shoot location name:**

Time:

Address:

‬‬

**Shoot location 1 name:**

Time:

Address:

Permission Secured: Y/N

**Shoot location 2 name:**

Time:

Address:

Permission Secured: Y/N

**Shoot location 3 name:**

Time:

Address:

Permission Secured: Y/N

*(add or subtract shoot locations)*

**SCHEDULE**

**Day:**

**Date:**

**Month:**

**Year:**

|  |  |  |
| --- | --- | --- |
| **TIME** | **ACTIVITY** | **LOCATION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **WRAP** |  |  |

**Important Information and Tips:**

**WATER BOTTLE:** Please bring own water bottle to save the environment.

**HATS:** Please wear hat and sunscreen if filming outside.

**RELEASE FORMS:** release forms – must be signed by all talent and owners of locations where you are shooting your film, check if you need any other documentation for the shoot. Insurance certificate etc

***\*\*\*Make sure your phones are backed up and have plenty of space for filming and taking behind the scenes photos for social media\*\*\****

**CAMERA & SOUND GEAR:**

(Identify what camera and sound gear you will be using – don’t forget to bring mobile chargers to ensure your phones are kept charged for the filming, also check to see if you have enough *room* on your phones to capture all your shoots)

# WEATHER:

**Day:**

**Date:**

**Month:**

**Year**

Min degrees:

Max degrees:

Sunrise:

Sunset:

**HOSPITAL:**

List closest hospital

**POLICE:**

List closest Police station

**EMERGENCY: 000**

**EMERGENCY DETAILS FOR CREW AND CAST:**

|  |  |  |
| --- | --- | --- |
| Crew/Cast Name | Emergency Contact | Phone (SMS) |
|  |  |  |
|  |  |  |
|  |  |  |