

Production Company Name

Address, phone, email

PRODUCTION TITLE

Date:

DAY: (e.g. 1, 2, 3...)

Contacts		<u>Weather Forecast</u> Snow High - Low -
Name Producer/ Director	cell: email:	
Name Producer <i>Off Set</i>	cell: email:	
Name Director of Photography	cell: email:	
Name Sound	cell: email:	
Name Additional	cell: email:	

Transport Location:
Time and any notes:

LOCATION 1 CALL TIME:
Address: Formal address And exact spot: e.g. We are meeting outside Room 128, which is on the first floor of the building.
Subject:
Subject Phone:
Parking: (include cost) -
Shooting Agenda/Notes: (example below) <ul style="list-style-type: none">- Emily leaves class- Emily sits in empty classroom- Emily visits the OSAP office- OSAP office is located in the basement of 200 King St E, Building A (see map)- Emily lunches with friends before her next class
Contacts <ul style="list-style-type: none">- (for location contacts include name, phone and email)

LOCATION 2 CALL TIME:
Address:
Subject:
Subject Phone:
Parking: (include cost) -
Shooting Agenda:

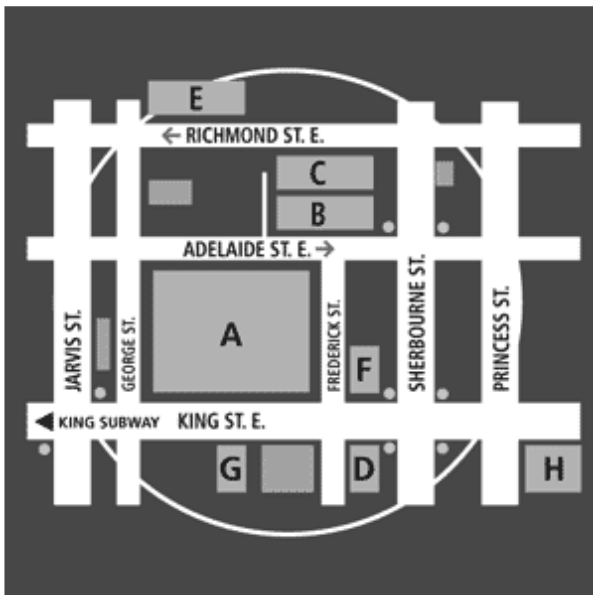
Contacts -

Lunch break: 12:30 pm – 1:30 pm
Address: (Where is lunch?)

LOCATION 3 CALL TIME:
Address:
Contact:
Phone:
Shooting Agenda/Notes:
WRAP AT What Time

TRAVEL INFORMATION (airport info or whatever is required)
Flight:
Confirmation #:
Departure Time:
Arrival Time:
Transportation To Airport:
Transportation From Airport:
Accommodations:
Hotel Phone:
Hotel Confirmation #:

MAP (example of building map for crew)



Building C – 290 Adelaide St
 Building A – 200 King St E
 Mark: parking, entrance to be Used. Note restricted areas