Episode Title | *Production Company Credit* | Shoot Date | Day x of y

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

PRODUCTION TITLE/GRAPHIC

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

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

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

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