GRANARY DIGITAL

Call sheet

One page for the whole crew: when to arrive, where to go, what is shot and who to call.

Production		**Date**	
Client / producer		**Day number**	
Director		**Issued (date, time)**	
First AD		**Version**	

Call times by department

Department	Name	Call time	Ready by	Notes (where to report)	Phone
Example: Make-up	*A. Name*	*07:30*	*08:30*	*Example: dressing room, back door*	*07700 900000*

Location, parking and safety

Address and postcode	
Load-in route and parking	
Access code / who meets us	
Nearest A&E (name, address)	
A&E phone	
Checked against map on	
Forecast	
Forecast source and time checked	
Sunrise / sunset	
Risk assessment held by	

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Scenes and shots for the day

Scene / set	Cast	Start	Planned mins	Description and main props	Int / Ext	Page / shot refs	Shoot start
Example: Sc 4, kitchen	*Presenter*	*08:30*	*45*	*Example: interview, mug and notebook*	*Int*	*Shots 4A-4C*	08:30
		08:30					
Total planned minutes			**0**				

Contacts

Role	Name	Mobile		Email / notes
Example: First AD	*A. Name*	*07700 900000*		*Example: on set from 07:00*
Production office				
First AD				
Location contact				
Backup contact (answers at 6 am)				
Nearest A&E reception				

Timings and notes

First call	
Wrap time (planned)	
Day length (hours)	
Meals and welfare	
Notes for everyone	

Reissue whole sheet if anything changes. Withdraw earlier versions.

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Call sheet template (UK)

Fill in the Call sheet tab, issue it the day before, and reissue the whole sheet if anything changes.

How to use this template

1. Fill the header and the day number from your shooting schedule.
2. Set call times by department. Work back from the first shot, not from when the first person arrives.
3. Add the full address, the load-in route, the parking and any access code.
4. Find the nearest A&E, add its address and phone number, and check both against a current map.
5. Check the forecast on the morning you issue the sheet and write down the time you checked it.
6. List the scenes for the day with cast and main props. Enter the planned minutes: the start times and the total work out themselves.
7. Add the contacts: production office, first AD, location contact and a backup who answers at 6 am.
8. Enter the first call and the wrap time. The day length works itself out.
9. Send it by one route only, note who received it, and withdraw the earlier version if you reissue.

Grey italic rows marked Example show how to fill a line in. Overwrite or delete them. Times use 24-hour format, for example 07:30.

This is general guidance. A competent person must assess the actual job, the site and the hazards before the day, and the call sheet should point to that assessment.

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