



Call sheet

Everything the crew needs for one shoot day on one sheet: when to arrive, where to go, who to call and what gets filmed when. Send it the evening before.

Shoot date	Crew call	Shoot day (1 of 2)

Inside

01 Times	2	06 Notes	3
02 Location, weather and safety	2	● Worked example	4
03 The day	2	● Before you send it	5
04 Crew	3	● Setting the call times	5
05 Cast and talent	3		

Type into this PDF or use the Word file, then send it to everyone on the shoot the evening before. One call sheet per shoot day.

Production	Producer (name and phone)	Director	Client

01 Times

Crew call is the time people are ready to work, not the time they arrive. Put the earlier calls for anyone setting up in the crew table.

Crew call	Talent call	Shooting call	Lunch	Estimated wrap

02 Location, weather and safety

The full address, where to park and how to get in, and the nearest hospital with its address and phone number.

Location address	Nearest hospital (name, address, phone)		
Parking and access	Emergency contact on set		
Weather	Sunrise	Sunset	Rain or backup plan

03 The day

In shooting order, with the cast in each scene. Lunch and company moves go in the plan like everything else.

Time	Scene or shot	What we film	Cast	Where

04 Crew

Everyone on set, with their phone and their own call time. Departments that set up early get an earlier call.

Department	Name	Role	Phone	Call time
Production				
Production				
Direction				
Camera				
Camera				
Lighting				
Sound				
Art and props				
Hair and makeup				
Wardrobe				
Data and media				
Runner				

05 Cast and talent

Who is on camera today, when they are picked up or arrive, and when they need to be ready on set.

Name	Role	Arrives	Hair and makeup	On set

06 Notes

Anything that changes how people behave on the day: safety, releases, quiet rules, catering and where to put kit.

Safety and permissions

Catering, kit and everything else

Worked example

A filled call sheet for an interview shoot

Illustrative. One day at a customer's office: two interviews, product shots and some footage of the team at work.

01 Times

Crew call
8:00

Talent call
8:45

Shooting call
9:00

Lunch 12:30

Wrap 17:00

Crew call is when work starts. The earlier calls sit in the crew table.

02 Location, weather and safety

Customer office, 4th floor, meeting room 4.
Visitor parking behind the building, passes at reception.

Nearest hospital: city general, 10 minutes by car, emergency entrance on the east side.
Sunrise 7:12, sunset 18:03, clear.

Parking, the way in and the hospital are on the sheet, so nobody calls the producer at 7:30.

03 The day

Time	Scene or shot	What we film	Cast	Where
8:00	Setup A	Light the interview room		Meeting room 4
9:00	A1 to A12	Interview: finance lead	Finance lead	Meeting room 4
10:45	Setup B	Reset for the second angle		Meeting room 4
11:15	B1 to B10	Interview: operations manager	Ops manager	Meeting room 4
12:30		Lunch, 45 minutes	All	Kitchen
13:15	C1 to C20	Product shots on real screens		Open office
15:00	D1 to D15	Team at work, signed releases only	Team	Open office

Each line says who is needed, so people not in a scene know when they can step out.

04 Crew

Department	Name	Role	Phone	Call time
Production	Sam R.	Producer	(555) 010-2231	7:15
Camera	Ana P.	Camera operator	(555) 010-4410	7:30
Lighting	Leo M.	Gaffer	(555) 010-7789	7:30
Sound	Priya K.	Sound recordist	(555) 010-3302	8:00
Hair and makeup	Jo T.	Makeup artist	(555) 010-9917	8:00

Early calls for the people who set up, and every phone number in one place.

Before you send it

Seven checks. Most on-set confusion starts with one of these missing.

- ☐ **Every crew member has their own call time.**
One call time for everyone means the people who set up arrive too late and everyone else waits.
- ☐ **The address works in a maps app.**
Paste it in and check the pin. Add the entrance and floor if the building is large.
- ☐ **The nearest hospital is on the sheet.**
With the address and the phone number, not only the name.
- ☐ **Releases and permits are sorted.**
Note who still needs to sign, and where the location permit is if anyone asks.
- ☐ **Lunch is in the plan.**
A real time and a real length, so the afternoon schedule is honest.
- ☐ **There is a rain or backup plan.**
For anything outdoors: where you move to, and what you film instead.
- ☐ **It goes out the evening before.**
Early enough that people can plan their morning, late enough that it is final.

Setting the call times

A common pattern on small crews. Adjust it to your setup and your locations.

Who	When they arrive	Why
Producer and runner	Before anyone else	Opens up, checks the space, meets the location contact
Camera, lighting, grip	Earliest crew call	The setup takes the longest, so it starts first
Sound	With or just after camera	Checks the room for noise before the first take
Hair and makeup	Before the talent call	Ready when the talent walks in
Talent	Talent call	Arrives, goes through hair and makeup, then to set
Everyone	Shooting call	The first take, with the room ready