

Production Day Call Sheet

Head over to www.pharrisplus.com for more resources

		General Crew Call Time
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Insert Project Title Below

“Commercial Shoot Day”

Tuesday, October 1, 2024

10:30_{am}

Weather

80°F

Expected rain at 4:05pm

We'll move shoot indoors at 2:45 in
preparation

EMAIL ADDRESS

[illegible]

LOCATIONS

SET LOCATION	PARKING & NOTES	NEAREST HOSPITAL
Location #1 Name Location Address Location Phone Number	<i>Parking is parallel only, arrive 10 minutes before to ensure a spot</i>	Name of Hospital Location Address Emergency Hotline
Location #2 Name Location Address Location Phone Number	<i>Park is garage A in unreserved parking spots</i>	Name of Hospital Location Address Emergency Hotline

CREW DETAILS

ROLE	NAME	CALL	CONTACT INFO
Producer/Director		9:00am	555-222-1234 email@emailaddress.com
Videographers		9:30am	555-222-1234 email@emailaddress.com
Photographer		9:30am	555-222-1234 email@emailaddress.com
Studio Manager		9:30am	555-222-1234 email@emailaddress.com
Stylist		9:30am	555-222-1234 email@emailaddress.com
Wardrobe		9:30am	555-222-1234 email@emailaddress.com
Makeup		9:30am	555-222-1234 email@emailaddress.com
Talent #1		9:30am	555-222-1234 email@emailaddress.com
Talent #2		9:30am	555-222-1234 email@emailaddress.com

TIME	WHO	LOCATION	DETAILS	DONE
12:00pm			Arrival + Set Up	<input type="checkbox"/>
1:00pm			Content 1: [Insert Title]	<input type="checkbox"/>
1:05pm			Content 2: [Insert Title]	<input type="checkbox"/>
1:25pm			Content 3: [Insert Title]	<input type="checkbox"/>
1:30pm			Content 4: [Insert Title]	<input type="checkbox"/>
1:50pm			Content 5: [Insert Title]	<input type="checkbox"/>
1:55pm			Move to Set #2	<input type="checkbox"/>
2:15pm			Content 1: [Insert Title]	<input type="checkbox"/>
2:20pm			Content 2: [Insert Title]	<input type="checkbox"/>
2:40pm			Content 3: [Insert Title]	<input type="checkbox"/>
2:45pm			Content 4: [Insert Title]	<input type="checkbox"/>
3:05pm			Content 5: [Insert Title]	<input type="checkbox"/>
3:25pm			Content 1: [Insert Title]	<input type="checkbox"/>
4pm			Break down + Departure	<input type="checkbox"/>

CREATIVE BRIEFS + SHOT DETAILS

Project/Scene Title:	Video 1: [insert title here]
Examples:	[link example/inspiration here]
Project Summary:	What is the purpose, tone and where is the content going? (YouTube, YouTube Shorts, IG Reels, TikTok, etc.)
Duration:	<input type="checkbox"/> Short-form: <45 seconds <input type="checkbox"/> Short-form: <90 seconds <input type="checkbox"/> Short-form: 2-5 minutes <input type="checkbox"/> Long-form: 5-10 minutes <input type="checkbox"/> Long-form: 15 - 20 minutes <input type="checkbox"/> Long-form: 45 minutes - Hour
Project Brief:	Dimension: <input type="checkbox"/> 9 x 16 <input type="checkbox"/> 16 x 9 <input type="checkbox"/> 1 x 1 Music + Sound Effects: Shots Needed: CTA/Conclusion:
Script/Talking Points:	[Add your script here]

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Project Brief:	Dimension: <input type="checkbox"/> 9 x 16 <input type="checkbox"/> 16 x 9 <input type="checkbox"/> 1 x 1 Music + Sound Effects: Shots Needed: CTA/Conclusion:
Script/Talking Points:	[Add your script here]

Project/Scene Title:	Video 2: [insert title here]
Examples:	[link example/inspiration here]
Project Summary:	What is the purpose, tone and where is the content going? (YouTube, YouTube Shorts, IG Reels, TikTok, etc.)
Duration:	<input type="checkbox"/> Short-form: <45 seconds <input type="checkbox"/> Short-form: <90 seconds <input type="checkbox"/> Short-form: 2-5 minutes <input type="checkbox"/> Long-form: 5-10 minutes <input type="checkbox"/> Long-form: 15 - 20 minutes <input type="checkbox"/> Long-form: 45 minutes - Hour
Project Brief:	Dimension:

	<input type="checkbox"/> 9 x 16 <input type="checkbox"/> 16 x 9 <input type="checkbox"/> 1 x 1 Music + Sound Effects: Shots Needed: CTA/Conclusion:
Script/Talking Points:	[Add your script here]

Project/Scene Title:	Video 3: [insert title here]
Examples:	[link example/inspiration here]
Project Summary:	What is the purpose, tone and where is the content going? (YouTube, YouTube Shorts, IG Reels, TikTok, etc.)
Duration:	<input type="checkbox"/> Short-form: <45 seconds <input type="checkbox"/> Short-form: <90 seconds <input type="checkbox"/> Short-form: 2-5 minutes <input type="checkbox"/> Long-form: 5-10 minutes <input type="checkbox"/> Long-form: 15 - 20 minutes <input type="checkbox"/> Long-form: 45 minutes - Hour
Project Brief:	Dimension: <input type="checkbox"/> 9 x 16 <input type="checkbox"/> 16 x 9 <input type="checkbox"/> 1 x 1 Music + Sound Effects: Shots Needed: CTA/Conclusion:
Script/Talking Points:	[Add your script here]

Project/Scene Title:	Video 4: [insert title here]
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Examples:	[link example/inspiration here]
Project Summary:	What is the purpose, tone and where is the content going? (YouTube, YouTube Shorts, IG Reels, TikTok, etc.)
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Project Brief:	Dimension: <input type="checkbox"/> 9 x 16 <input type="checkbox"/> 16 x 9 <input type="checkbox"/> 1 x 1 Music + Sound Effects: Shots Needed: CTA/Conclusion:
Script/Talking Points:	[Add your script here]

Project/Scene Title:	Video 5: [insert title here]
Examples:	[link example/inspiration here]
Project Summary:	What is the purpose, tone and where is the content going? (YouTube, YouTube Shorts, IG Reels, TikTok, etc.)
Duration:	<input type="checkbox"/> Short-form: <45 seconds <input type="checkbox"/> Short-form: <90 seconds <input type="checkbox"/> Short-form: 2-5 minutes <input type="checkbox"/> Long-form: 5-10 minutes <input type="checkbox"/> Long-form: 15 - 20 minutes <input type="checkbox"/> Long-form: 45 minutes - Hour
Project Brief:	Dimension: <input type="checkbox"/> 9 x 16 <input type="checkbox"/> 16 x 9 <input type="checkbox"/> 1 x 1 Music + Sound Effects:

	Shots Needed: CTA/Conclusion:
Script/Talking Points:	[Add your script here]

Project/Scene Title:	Video 6: [insert title here]
Examples:	[link example/inspiration here]
Project Summary:	What is the purpose, tone and where is the content going? (YouTube, YouTube Shorts, IG Reels, TikTok, etc.)
Duration:	<input type="checkbox"/> Short-form: <45 seconds <input type="checkbox"/> Short-form: <90 seconds <input type="checkbox"/> Short-form: 2-5 minutes <input type="checkbox"/> Long-form: 5-10 minutes <input type="checkbox"/> Long-form: 15 - 20 minutes <input type="checkbox"/> Long-form: 45 minutes - Hour
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Script/Talking Points:	[Add your script here]