

Production day

Day _____ **of** _____

Project name	Client / brand (or spec)	Shoot date
Crew call	Talent call	Est. wrap

Sunrise	Sunset	Temp	Conditions	Wind
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Location

Location name
Address
Google Maps link
Parking notes
Entry / access notes

Safety

Emergency **000**

Nearest hospital	
Hospital address	
Hospital phone	

Key contacts

Role	Name	Phone
Director / Creative Director		
Producer		
Location contact		

📌 **Today's goal**

Schedule

 Crew

Role	Name	Phone	Call time
Director / DP			
1st AC			
Gaffer			
Producer / PA			
HMU			
BTS / stills			

 Talent

Name	Character / role	Call time	HMU time	On set time	Wardrobe notes

 Shot list

Shot #	Description	Lens	Movement	Status
01				☐
02				☐
03				☐
04				☐
05				☐
06				☐
07				☐
08				☐
09				☐
10				☐
11				☐
12				☐
13				☐
14				☐
15				☐

 Equipment checklist

☐ Camera body + batteries	☐ Lenses	☐ Media cards + backup drive	☐ Lights + stands	☐ Bounce / diffusion
☐ Gimbal / support	☐ Monitor	☐ Sandbags	☐ Power / extension leads	☐ First aid kit

 Notes

Wardrobe
Props / product
Catering
Special requirements

 On-set rules

- 01 Phones on silent during takes.
- 02 Safety first; anyone can call a stop.
- 03 Media backed up twice before leaving set.
- 04 Tag the production when posting BTS. No final footage until release.