

DOCUMENT CONTROL							
Brand / Client				Campaign			
Project Code				Version			
Shoot Date				Issue Date / Time			
Document Owner				Production Status			
Primary Contact				Brand Approver			

LOCATION & ACCESS							
Primary Location				Full Address			
Reporting Point				Navigation Link			
Location Contact				Security / Check-in			
Load-in Route				Parking / Transit			
Accessibility				Restricted Areas			

MASTER TIMING							
Crew Call	Talent Call	First Shot	Meal	Last Shot	Wrap	Location Out	Backup Decision

Call time is arrival/check-in. Ready time belongs in the Crew & Calls page. Record hard windows and individual releases in the schedule.

KEY CONTACTS & ESCALATION

Function	Name	Mobile	Email	Reason to Contact	1st Escalation	Notes

CREW & INDIVIDUAL CALLS

ID	Name	Role / Dept.	Mobile	Arrival	Ready	Release	Report To / Zone	Acknowledged	Preparation / Notes

Do not call everyone unnecessarily early. Schedule arrival and ready times against real dependencies and contracted hours.

DETAILED SHOOT SCHEDULE

Protect priority coverage, hard windows and decision triggers

PRODUCTION SEQUENCE

[illegible]

Essential coverage should remain visible throughout the day. If the schedule slips, protect the critical path rather than accelerating every task equally.

TALENT, PRODUCTS & DEPARTMENTS

Confirmed Talent		Hero Products	
Talent Restrictions		Product Handler	
Wardrobe		Hair & Makeup	
Camera / Digital		Lighting / Grip	
Motion / Sound		Set / Props	

WEATHER, SAFETY & CONTINGENCY

Forecast / Checked		Sunrise / Sunset	
Expected Conditions		Weather Decision	
Weather Response		Backup Location	
Safety Lead		Emergency Number	
Medical Facility		Assembly Point	
Key Hazards		Controls	

FACILITIES & CONDUCT

Meal / Water	Restrooms / Changing	Accessibility	Conduct Contact	Public Interaction	Location Reset / Returns

PRE-ISSUE CONTROL CHECK

☐ Document control and timezone	Owner		☐ Technical and data requirements	Owner	
☐ Brand approval authority	Owner		☐ Rights match planned activity	Owner	
☐ Primary and backup contacts	Owner		☐ Weather decision and response	Owner	
☐ Location and reporting point	Owner		☐ Hazards, controls and exits	Owner	
☐ Load-in, parking and restrictions	Owner		☐ Medical and emergency details	Owner	
☐ Individual calls and ready times	Owner		☐ Meals, water and facilities	Owner	
☐ Hard windows and buffers	Owner		☐ Conduct and welfare process	Owner	
☐ Talent hours and restrictions	Owner		☐ Current approved attachments	Owner	
☐ Products, samples and handlers	Owner		☐ Privacy by recipient need	Owner	
☐ Wardrobe and beauty milestones	Owner		☐ Distribution and acknowledgement	Owner	

APPROVED ATTACHMENTS & DISTRIBUTION

Document / Link	Version	Owner	Approved By	Access Level	Included?	Receipt Owner	Notes

REVISION NOTE

Before distribution: identify what changed, who approved it, which recipients are affected and which version is superseded.
This template supports production planning. It does not replace contracts, releases, permits, insurance, safeguarding or a formal risk assessment.