

Production check list / contact sheet

Production :

Day :

Location :

Interior ___ Exterior ___

Map : Y / N

Date of Shoot :

Crew to arrive :

Cast to arrive:

Lunch:

CREW

Title	Name	Contact number
Director		
DOP		
Sound		
etc		

CAST

Character	Name	Contact number

Hardware list:

Type	Description	Responsibility
Camera	RED	John Doe

Costume :

Description	Who for	Responsibility

SFX :

Description :	Notes
Responsibility	Notes

Props :

Description	Notes
Responsibility	Notes

Day before checks :

battery's fully charged, Replacements available,
Cable connections audio/ video Inverter/ power extension.
Monitor, Coms, etc.