



CALLSHEET

CLIENT
PRODUCT/TITLE
DURATION

MEDIA CO
ADDRESS
PHONE

PRODUCTION CO:
ADDRESS
PHONE

SHOOT DAY

CALL TIMES:

LOCATION
ADDRESS
PHONE

CREW	NAME	PHONE	EMAIL	AGT	REQ
Director					
Production					
Stills Photographer					
DOP					
Camera/Sound					
Make-up Hair					

ART DEPT:

EQUIPMENT

Camera

Stock

Lighting

CATERING

INSURANCE

IMPORTANT NOTICE TO ALL CREW MEMBERS

Please send your invoices with the job no on front page

Attention: ACCOUNTS

Please note that XXXX will not pay for any hires or any equipment that has not been discussed with an approved by the producer or production manager during pre-production and the shoot. Any additional services, hires or equipment REQUESTED TO BE BROUGHT OUT OF TRUCKS ON THE DAY OF THE SHOOT MUST BE REQUESTED THROUGH THE PRODUCER FOR IMMEDIATE APPROVAL - thanks.

If you have an ABN please state number on a 'TAX INVOICE' along with your name attention it to XXX

If you are GST registered, please charge an invoice accordingly.

If you do not give an ABN number please ensure that you write your name and full postal address on your invoice.

If you are PAYG please contact the office to discuss.

PRODUCTION/SAFETY NOTES

xxxx is committed to ensuring a safe work place. Please read the following safety notes:

It is the responsibility of each crew member to ensure they get a 10 hour turnaround. You must notify the

Production Manager or producer if you wrap on another location within 10 hours of our call time and arrange someone to cover you. The gaffer is in charge. DO NOT MOVE ANY EQUIPMENT without permission from the crew members .

If you have any safety concerns on set, please don't hesitate to contact your producer or production manager.

No unsafe situation will be tolerated.