

CALL SHEET - COMPLETED EXAMPLE

Production / project Neighborhood Stories - fictional sample		Shoot date Oct. 15, 2026		General call 8:00 AM		Weather / plan Cool; indoor fallback	
Primary location Community arts hall (fictional)				Parking / access East crew entrance; accessible loading			
Location notes Check in before unloading				Meal / break plan Lunch 12:15; water all day			
Emergency contact role On-site safety coordinator				Equipment / access Two cameras; audio kit; cable covers			

Call	Role / person	Location	Schedule / scene	Owner	Access / equipment	Break / meal	Notes
8:00 AM	Producer + PA	Crew entrance	Site check / safety walk	Producer	Access key; releases	Water	No private phone/address
8:20 AM	Camera + sound	Main hall	Load-in / sound check	Camera lead	2 kits; cable covers		Keep exits clear
9:00 AM	Host	Interview corner	Blocking and opening	Director	Teleprompter; lav		Fictional details
9:30 AM	Featured artist	Interview corner	Primary interview	Director	Chair; light; lav	10:15 break	Permission confirmed
10:30 AM	B-roll crew	Workshop area	Activity coverage	Camera lead	Handheld kit		Protect bystander identity
12:15 PM	All crew	Break room	Meal break	Producer	Secure equipment	Lunch	Resume 1:00 PM