



THE SCHEDULE AND THE CALL SHEET



THE SCHEDULE AND THE CALL SHEET

The running of a production is determined in broad terms by its shooting schedule. A feature film or television series will be able to issue a preliminary shooting schedule a few weeks ahead of production, and it will be revised as detailed requirements emerge and are adjusted. Television commercials and television series have much shorter lead times and may release a schedule only a day or two before the shoot. The schedule is issued to all key crew, and usually contains an indication of what alternative scenes will be shot if wet weather occurs.

From day to day, the production's key document is the call sheet issued late each day with full details of the next day's filming which includes all of the scenes to be filmed and all of the personnel and equipment required for shooting on that day. These key documents are easy to understand and it's useful for Film Liaison Officers to understand the nature of the documents and how they communicate the filmmakers' intentions.



EXAMPLE OF A CALLSHEET (1.2)

Hospital: Royal Perth Hospital Ph: 08 9224 2244 Emergency Fire/Police: 000 Police: WA Police 2 Fitzgerald St, Northbridge. Ph: 9422 7111
PRODUCTION OFFICE: 123 Machine St, Perth Phone Number : 08 6169 2117
ALL CAST & CREW: SOCIAL MEDIA - Please not there is a total social media, photo & video ban

THE FILM

Producers: Vikki Smith
Director: Joe Brown
1st Assistant Director: Tom Salt
2nd Assistant Director: Angela Gannaway XXXX XXX XXX
Location Manager: Sally Rem XXXX XXX XXX

Production Manager: Emma Carter XXXX XXX XXX
Production Coordinator: Ruby Henley XXXX XXX XXX
Production Runner: Louise Davis XXXX XXX XXX
Production Runner: Tom Peel XXXX XXX XXX

FRIDAY 3rd AUGUST 2018 **CALLSHEET** **Shoot Day 42**

LOCATION 1: JACK'S HOUSE 32 Dirt St, Perth	CREW PARKING: 33 First St, Perth See Map	UNIT: 0800 COSTUME: 0815 MAKE UP: 0830
UNIT BASE: 34 Dirt St, Perth		BREAKFAST: 0900-0930 CREW CALL: 0915 LUNCH: 1430-1515
ESSENTIALS PARKING: 32 First St, Perth See Map	SAFETY VESTS TO BE WORN WORKING ON AND NEAR ROADS	EST. WRAP: 2000

WEATHER: Partly cloudy, slight chance of showers.
 Min: 5 | Max: 19
 SUNRISE: 0704
 SUNSET: 1741

SAFETY BRIEFING
 A SAFETY BRIEFING WILL BE HELD DURING BREAKFAST FOR ALL THE NEW LOCATIONS.
 PLEASE REPORT ANY ISSUE TO THE SAFETY SUPERVISOR OR 1ST AD.

Scene No.	D/N Time	I/E T.O.D	SET/LOCATION	CHARACTER	ARTIST	PU	COST	MUP	ON SET
2	D18 0:20	EXT	JACK'S HOUSE	2. TONY	Movie Star	0815	0830	0845	0930
BLUE									
Extras: 2x Passersby									
						MOW	0900		0930
0930-1100 <i>Tony has climbed out of the window half dressed.</i>									
6	D18 2:20	EXT	JACK'S HOUSE	4. BRIAN	Movie Star	MOW	1000	1030	1100
PINK/BLUE									
13. TASH 19. TODD									
Extras: 2x Passersby									
						MOW	0945	0915	1100
1100-1230 <i>Todd and Brian continue their standoff at the front.</i>									
13	D18 0:30	INT	JACK'S HOUSE	8. RHYS	Movie Start	MOW	1200	1215	1230
Extras: 4 x Gamblers (redressed from above)									
						MOW	1445	1500	1515
1230-1430 <i>Rhys gambles and loses. Time has passed.</i>									
LUNCH 1430-1515									
15	D18 0:25	I/E	JACK'S HOUSE	8. RHYS	Movie Start				CLD
BLUE									
26. TAJ 28. DAISY									
Extras: 2 x Passerbys									
						MOW	1445	1500	1515
1515-1630 <i>Rhys leaves with the kids in the car as he goes to place a bet.</i>									
12	D18 0:15	EXT	JACK'S HOUSE	8. RHYS	Movie Star				CLD
Extras: 2 x Passerbys B									
						MOW	1600		1630
1630-1715 <i>Rhys goes into Jack's</i>									
1715-1725 AFTERNOON TEA									
14	N18 2:35	EXT	JACK'S HOUSE	8. RHYS	Movie Star				CLD
Extras: 2 x Passerbys b									
									CLD
1730-2000 <i>Rhys has discovered that he has been gambling for hours and the kids are gone.</i>									
TIMING: 8:30 End of Shoot Day 42									

EXAMPLE OF A CALLSHEET (2.2)

CHILD GUARDIAN NOTES:

Please note that this production engages babies and children frequently and we are committed to complying with the regulations laid out by the Office of the Children's Guardian. All Cast & Crew are to return a signed **Working with Children Code of Conduct** to Production and adhere to instructions as directed by the Assistant Directors Department. Please refer to pages 14-16 of our **Safety Report** for detailed notes on the expected conditions for compliance by all members of production.

Time of Work Table

AGE	Hours During Which Child May Be Employed	Maximum Employment Days Per Week	Maximum Employment Hours Per Day
Under 6 months	6am to 6pm	1	4 Hours
6 months & Under 3 years	6am to 6pm	2	4 Hours
3 Years & Under 8 Years	6am to 11pm	4	6 Hours
8 Years & Under 15years	6am to 11pm	5	8 Hours

PROPS:

- 2 Tony's clothes
- 6 Box of tomato tins, Todd's chains
- 13 Betting tickets
- 15 \$5, Bahn Mi, Mich's bag
- 12 Rhys's phone

VEHICLES:

- 15 Rhys's work ute ex Art Dept cld @ 1500 to Location
- 12 Renee's car ex Art Dept cld @ 1630 to Location

CAM/LX/GRIPS:

Scaff

ADD NOTES:

How does he get out of the window.

ADD CREW:

Traffic Control PT Management XXXX XXX XXX cld @ 1500 to Location

CATERING:

BREAKFAST @	0900-0930	for	60	@	UNIT BASE
LUNCH @	1430-1515	for	64	@	UNIT BASE
AFTERNOON TEA@	1730 - 1740	for	60	@	UNIT BASE

TRANSPORT:

Passenger	Driver	P/U Time	Pick Up Loc	Destination	Arrival Time
Movie Star 1	Louise Davis	0815	Home	Unit Base	0830
Movie Star 1	Tom Peel	1100	Unit Base	Home	1115

ADVANCED SCHEDULE

BLOCK 2 - CYCLE 9 -	DATE: Monday 6th August 2018	CREW CALL: 0830	EST. WRAP: 1915		
SC	DAY	I/E	LOCATION	SCENE DESCRIPTION	CAST
20	D20	INT	SIMONES HOUSE	Simone waits for Todd's call	3. Simone,
23	D20	INT	SIMONES HOUSE	Simone and Sally have a grisl night.	3. Simone, 9. Sally
25	D21	INT	SIMONES HOUSE	It's Simone's birthday. Sally has a surprise	3. Simone, 9. Sabine
26	D21	INT	SIMONES HOUSE	Trudy tries to cheer Sally up.	9. Sabine, 48. Trudy
29	N21	INT	SIMONES HOUSE	Tony has made a cheesecake for Simone. Suddenly, Simone needs to leave.	2. Tony, 3. Simone
Tom Salt- 1st Assistant Director					

PRODUCTION NOTES:

1300- Producers Meeting @ Production Office
1400 (WST) > 1800 (EST) Movie Star TravelsPerth to Sydney

SAFETY:

Exits and entries must be maintained and visible at all times.
Good housekeeping is essential and trip hazards must be eliminated.
Do not plug any appliance into any socket without the approval from the gaffer or electrics department first.
No smoking on set or within with 20m of the ABC building.

RUSHES:

Camera cards & Sound cards to be handed to Rusher Runner Rachel Small on wrap for delivery to editorial.
Camera Delivery Sheet to be completed by 2 A.C. to travel with Rushes, which will be crosschecked by Editorial to ensure all is accounted for.
Rachel Small to SMS Ruby Thomas (XXXX XXX XXX) with confirmation that rushes have been received.
All paperwork to be given to the Assistant Production Coordinator - Kelly Henley

PAPERWORK DISTRIBUTION:

Camera Sheets: 1 x copy stay w/ 2 A.C, 1 x copy to travel with rushes, and the remaining hard copies to travel to Production office.
Sound Report: Please email copy of report to Production nightly.
Continuity Paperwork: Continuity Report, Rhysed Up Script, Shot List delivered electronically to Production & Editorial nightly.
AD Report: Originals to Production with runner at end of breakfast following day/ copy returned back to 2 A.D same morning
Extras Paperwork: All originals to Production w/ runner at end of breakfast following day.
Incident Reports: Original to Production w/ runner as required. Soft copy as well if available.

EXTRAS P.WORK:

All originals to Production w/ runner at end of breakfast following day.

INCIDENT REPORTS:

Original to Production w/ runner as required. Soft copy as well if available.

TIMESHEETS:

All timesheets and invoices (if applicable) must be back in the Production Office **every Monday no later than 0900.**
Please hand them to the 2nd A.D at Bfast each Monday. Please give accurate hours worked each day to 2nd AD, that matches timesheets.
LATE INVOICES OR TIMESHEETS WILL NOT BE CHASED BY PRODUCTION.

CALLTIMES:

IT IS THE INDIVIDUAL RESPONSIBILITY OF EVERY CREW MEMBER TO ENSURE THEY KNOW THEIR CALLTIME FOR THE FOLLOWING DAY!
If you leave location without a callsheet please call the Production Office or AD Department to confirm your calltime. Thank you.

VISITORS:

All visitors must have prior approval from Production Office

SOCIAL MEDIA:

NO social media posts are to be made without the permission of the Producer. Under no circumstance can photos or videos be taken on set or behind the scenes without the permission of the Producer.

EXAMPLE OF A SHOOTING SCHEDULE (1.7)

7/05/2018	<i>THE FILM</i>							
FINAL SHOOTING SCHEDULE							Page: 1	
FINAL SHOOTING SCHEDULE								
Day 1 - Crew Call 0700-1745 - SR=0714, SS=1718								
Shoot Day # 1 Friday, 1 June 2018								
Scene # 2	INT	DAVIES' HOUSE / LIVING	Studio 2	Day 6	1 5/8	pgs		
0715-0845	LUNA and EMILY talk about cupcake recipes as the kids go crazy.						1:10	
Cast Members			Props					
12. EMILY			Coffee					
15. LUNA			Set Dressing					
			Blanket teepee					
			Breakfast stuff					
Studio move								
Scene # 12	INT	EMMA'S APART/ KITT'S	Studio 1	Day 6	7/8	pgs		
0900-1000	EMMA finally gets bub to sleep, when the dog barks and wakes him.						1:00	
Cast Members			Props					
7. EMMA			EMMA's Phone					
25x. BABY FAKE								
Scene # 10	INT	EMMA'S APARTMENT	Studio 1	Day 6	2	pgs		
1000-1100	BRIAN arrives with STERLING to help EMMA clean.						1:35	
Cast Members			Props					
4. BRIAN			Baby goods					
7. EMMA		Additional Labour						
25. STERLING		Nurse						
Scene # 29	INT	EMMA'S APARTMENT	Studio 1	Day 7	1 3/8	pgs		
1100-1200	EMMA & FATHER try to settle bub as the fight gets louder						1:15	
Cast Members			Props					
7. EMMA			Baby bottle					
17. FATHER		Additional Labour	pre-prepared dinner					
25. STERLING		Nurse						
			Set Dressing					
			Fridge full of food.					

EXAMPLE OF A SHOOTING SCHEDULE (2.7)

7/05/2018

THE FILM

FINAL SHOOTING SCHEDULE

Page: 2

LUNCH 12001245

Scene #	30	INT	EMMA'S APARTMENT	Studio 1	Day 7	2 pgs
1245-1415	EMMA and her friends play flip cup while baby is strapped to EMMA					1:20
Cast Members		Costume		Props		
7.EMMA		Wrap		Baby rocker		
11.RITA				Cups		
17.FATHER		Additional Labour		plate of sweets		
25.STERLING		Nurse				
18.EVIE						
Scene #	31	INT	EMMA'S APARTMENT/KITT'S	Studio 1	Night 7	6/8 pgs
1415-1515	EMMA takes bub from a tired BRIAN. She calls KITT					1:05
Cast Members		Additional Labour		Props		
4. BRIAN		Nurse		EMMA's Phone		
7.EMMA						
25.STERLING				Photographs		
				Photo of Hamish		
Scene #	33	INT	EMMA'S APARTMENT	Studio 1	Night 7	1 6/8 pgs
1515-1615	EMMA is having fun until RITA mentions KITT.					1:15
Cast Members		Costume		Props		
7.EMMA		Bopa Wrap		Baby rocker		
11.RITA				Cards		
17.FATHER						
25x.BABY FAKE						
18.EVIE						
Scene #	34	INT	EMMA'S APARTMENT	Studio 1	Night 7	1 6/8 pgs
1625-1745	BRIAN comes home to find EMMA has do a handstand.					1:00
Cast Members				Props		
4. BRIAN				Baby rocker		
7.EMMA				Cards		
11.RITA						
17.FATHER						
25x.BABY FAKE						
18.EVIE						
End Day # 1 Friday, 1 June 2018 -- Total Pages: 12 1/8 9:40 Min						

EXAMPLE OF A SHOOTING SCHEDULE (3.7)

7/05/2018	<i>THE FILM</i>								
FINAL SHOOTING SCHEDULE								Page: 3	
Day 2 - Crew Call 0700-1745									
Shoot Day # 2 Tuesday, 2 June 2018									
Scene # 3	INT	DAVIES' HOUSE / BEDROOM	Studio 2	Day 4	1 5/8	pgs			
0715-0815	RHYS calls TODD to chat.								1:00
Cast Members			Additional Labour			Props			
8.RHYS			Animal Wrangler			RHYS's phone			
15.LUNA						Animals			
19.TONY						Pluto			
23. STEVE						Set Dressing			
						Poo prints			
Studio move									
Scene # 18	INT	SIMONE'S HOUSE	Studio 1	Night 6	1 6/8	pgs			
0800-0915	SIMONE tells SUSAN about her comedy show.								1:25
Cast Members			Additional Labour			Props			
3.SIMONE						Susan's phone			
9.SUSAN									
Scene # 23	INT	SIMONE'S HOUSE	Studio 1	Night 6	2 3/8	pgs			
0930-1015	(INTERCUT) SUSAN is schooling SIMONE on how to handle the Tinder.								:55
Cast Members			Additional Labour			Props			
3.SIMONE						SIMONE's phone.			
9.SUSAN						Set Dressing			
						DishwTIMER - dirty plates			
Scene # 24	INT	SIMONE'S HOUSE	Studio 1	Night 7	1 2/8	pgs			
1015-1100	SIMONE catches SHANE and SUSAN playing table tennis.								:55
Cast Members			Additional Labour			Props			
3.SIMONE						SIMONE's bag			
9.SUSAN						SIMONE's phone.			
16.FELIX						Susan's phone			

EXAMPLE OF A SHOOTING SCHEDULE (4.7)

7/05/2018	<i>THE FILM</i>							
FINAL SHOOTING SCHEDULE							Page: 4	
Scene # 6	INT	SIMONE'S HOUSE/ BATHROOM	Studio 1	Day 7	2 2/8	pgs		
1100-1200	SIMONE gets dressed for her tinder date.							:45
Cast Members			Props					
3.SIMONE			SIMONE's phone.					
9.SUSAN			Eyebrow Plucking					
			Make up kit					
<hr/> Lunch 1200-1245 <hr/>								
Scene # 22	INT	GEORGE APARTMENT/ CORRIDOR	Studio 1	Day 6	1 3/8	pgs		
1245-1345	SAM catches TIM coming in a compromising position.							1:00
Cast Members			Props					
1.TIM			TIM's pile of cloths					
5.SAM			Prayer book					
23. STEVE			Prayer mats					
			Set Dressing					
			SAM packs away beds					
Scene # 25	INT	GEORGE'S CORRIDOR	Studio 1	Night 6	2/8	pgs		
1345-1415	TIM walks through the door as he gets an owl from WILL.							:15
Cast Members			Props					
1.TIM			TIM's Phone					
			Art Department					
			TIM gets a text from Tyler					
Scene # 52	INT	GEORGE'S APARTMENT	Studio 1	Night 6	1 2/8	pgs		
	Birthday dinner is ready							:50
Cast Members			Props					
1.TIM			TIM's Phone					
5.SAM								
18.EVIE								

EXAMPLE OF A SHOOTING SCHEDULE (5.7)

7/05/2018	<i>THE FILM</i>				
	FINAL SHOOTING SCHEDULE			Page: 5	
Scene #	51	GEORGE'S CORRIDOR/ LIFT	Studio 1	Night 7	5/8 pgs
1645-1730	SAM begs TIM give him a loan.				:25
Cast Members					
1.TIM					
5.SAM					
<hr/>					
Scene #	50	GEORGE'S CORRIDOR	Studio 1	Night 7	1 1/8 pgs
1515-1645	SAM is forced to tell the family about the operation.				:40
Cast Members					
2.TOD					
D					
3.SIMONE					
1.TIM					
5.SAM					
Props					
Fireworks					
SAM's Backpack					
Extras					
1 x Policeman					
4 x Mates					
<hr/>					
End Day # 2 Tuesday, 2 June 2018 -- Total Pages: 13 7/8 8:10 Min					
Day 3 - Crew Call 0700-1745					
<hr/>					
Shoot Day # 3 Wednesday, 3 June 2018					
Scene #	5	TODD'S INT APARTMENT	Studio 1	Day 6	1 5/8 pgs
0900-1015	EMILY delivers MOLLY at TODD's.				1:05
Cast Members					
2.TODD					
12. EMILY					
21.KAT					
Props					
TODD'S Phone					
<hr/>					
Scene #	8	TODD'S INT APARTMENT	Studio 1	Night 6	1 4/8 pgs
0815-0930	EMILY has come to take MOLLY home.				1:05
Cast Members					
2. TODD					
10. MICHAEL					
12. EMILY					
21. KAT					
Props					
Dishes and tea towel					
Kat's wet bathers and towel.					
Michael's ear pods					
Michael's Laptop					

EXAMPLE OF A SHOOTING SCHEDULE (6.7)

7/05/2018	<i>THE FILM</i>							
FINAL SHOOTING SCHEDULE							Page: 6	
Scene #	17	INT	TODD'S APARTMENT	Studio 1	Night 6	1 1/8	pgs	
0930-1030	(INTERCUT) Michael is trying to tell TODD how to juggle.							:55
Cast Members				Props				
2.TODD				TODD'S				
10.MICH				Phone				
				Xbox				
<hr/>								
Scene #	26	INT	TODD'S APARTMENT	Studio 1	Day 7	1/8	pgs	
1030-1115	TODD makes plans for his next late night comedy show.							:25
Cast Members				Props				
2.TODD				Groceries				
10.MICH				TODD'S				
				Phone				
				Snack food.				
<hr/>								
Scene #	11	INT	TODD'S APARTMENT	Studio 1	Day 7	1 4/8	pgs	
0800-0900	SUSAN is finally at MICHAEL's house..							1:00
Cast Members				Props				
5.SAM				SAM's Backpack				
10.MICH				SAM's Snacks (continuity)				
9.SUSAN				Susan's Handbag				
				Susan's phone				
				Xbox				
<hr/>								
Lunch 1215-1300								
<hr/>								
Scene #	1	INT	TODD'S APARTMENT	Studio 1	Day 7	1 7/8	pgs	
1300-1415	SHANE arrives at Michaels's house with a surprise.							1:25
Cast Members				Props				
5.SAM				Beer				
10. MICH				Xbox				
9. SUSAN								
19.TONY								
Extras								
4 x Mates								
<hr/>								

EXAMPLE OF A SHOOTING SCHEDULE (7.7)

7/05/2018	<i>THE FILM</i>								
FINAL SHOOTING SCHEDULE								Page: 7	
Scene # 61	INT	TODD'S APARTMENT	Studio 1	Night	7	1 7/8	pgs		
1415-1530	The blanket fort has progressed.								1:15
Cast Members			Props						
5.SAM			Beer						
10.MICH			Susan's Handbag						
9.SUSAN			Xbox						
19.TONY			Sound						
			Music Playback						
Extras									
4 x Mates									
<hr/>									
Scene # 62	INT	TODD'S APARTMENT	Studio 1	Night	7	1 3/8	pgs		
1530-1630	The blanket fort is getting dangerous.								1:10
Cast Members			Additional Labour			Props			
5.SAM			Stunt Co-ordinator			Fireworks			
10.MICH						SAM's Backpack			
19.TONY						Beer			
						Other Bags			
						TODD'S			
						Wine			
Extras			Stunt Players						
1 x Policeman			Falling Kid						
4 x Mates			Art Department						
Stunt Action			Broken coffee table						
Kid falls through table			Set Dressing						
			After party mess						
<hr/>									
Scene # 19	INT	TODD'S APARTMENT	Studio 1	Night	7	1 5/8	pgs		
1630-1730	TODD demands more pillows.								:45
Cast Members			Costume			Art Department			
2.TODD			TODD'S Hoddie			Broken coffee table			
3.SIMONE						Set Dressing			
10.MICH						After party mess			
<hr/>									
End Day # 3 Wednesday, 3 June 2018 -- Total Pages: 12 5/8 9:05 Min									