Shot list

Blank template

Shoot date _____ Shoot day ____

Scene	Shot	Size	Description	Lens	Movement	Setup min

Setup estimates exclude takes, rehearsals, travel, meals and company moves. Blank setup values are not estimates.

Call sheet

Blank template

Shoot date	_____	Shoot day	____
Crew call	_____	Planned wrap	_____

Full address / meeting point

_____

Time	Scene / activity

Call	Name	Role	Contact / notes

Call sheet

Blank template

Production contact

_____

Location

_____

Access, transport & parking

_____

Weather, sunrise & sunset notes (manual)

_____

Nearest hospital / emergency information

_____

Notes for the day

_____

Shooting schedule

Blank template

Project	Revision	Prepared by
_____	_____	_____
Shoot day	**Crew call**	**Meal / wrap**
_____	_____	_____

Shoot day priorities

Day	Date	Start	End	Scene	Location	Action

Working notes

_____
_____

Storyboard

Blank template

Project	Revision	Prepared by
_____	_____	_____

Visual continuity

Shot _____

Action _____

Shot _____

Action _____

Shot _____

Action _____

Shot _____

Action _____

Working notes

_____
_____

Script breakdown

Blank template

Project	Revision	Prepared by
_____	_____	_____

Department handoff

Scene	Location	Character	Department	Item	Notes

Working notes

_____
_____

Screenplay

Blank template

Project	Revision	Prepared by
_____	_____	_____

Scene headings and dialogue

Location _____

Action _____

Character _____
Dialogue _____

Location _____

Action _____

Character _____
Dialogue _____

Working notes

_____
_____

AV script

Blank template

Project	Revision	Prepared by
_____	_____	_____

Picture and sound

Time	Picture	Audio

Working notes

_____
_____

Film treatment

Blank template

Project	Revision	Prepared by
_____	_____	_____

Story arc

Section 1

Scene: _____
Location: _____
Character: _____
Action: _____

Section 2

Scene: _____
Location: _____
Character: _____
Action: _____

Section 3

Scene: _____
Location: _____
Character: _____
Action: _____

Working notes

_____
_____

Shot setup

Blank template

Project	Revision	Prepared by
_____	_____	_____

Camera and blocking

Shot	Scene	Framing	Lens	Camera movement	Action	Notes

Working notes

_____
_____

Script sides

Blank template

Project	Revision	Prepared by
_____	_____	_____
Shoot day	**Crew call**	
_____	_____	

For today’s cast

Location _____

Action _____

Character _____
Dialogue _____

Location _____

Action _____

Character _____
Dialogue _____

Working notes

_____
_____

Cast schedule

Blank template

Project	Revision	Prepared by
_____	_____	_____

Cast bookings

Name	Character	Day	Date	Start	Status

Working notes

_____
_____

Film production budget

Blank template

Project	Revision	Prepared by
_____	_____	_____
Currency and tax	**Approver**	
_____	_____	

Cost assumptions

Department	Item	Quantity	Unit cost	Estimate	Actual	Variance

Working notes

_____
_____

Equipment checklist

Blank template

Project	Revision	Prepared by
_____	_____	_____

Pickup and return

Department	Item	Quantity	Responsible	Status	Notes

Working notes

_____
_____

Location scout report

Blank template

Project	Revision	Prepared by
_____	_____	_____
Meeting point	**Emergency point**	
_____	_____	

Access and conditions

Location	Date	Section	Detail	Responsible	Status

Working notes

_____
_____

Continuity log

Blank template

Project	Revision	Prepared by
_____	_____	_____

Match between takes

Scene	Shot	Take	Item	Action	Status	Notes

Working notes

_____
_____

Sound report

Blank template

Project	Revision	Prepared by
_____	_____	_____

Recorder and files

Scene	Shot	Take	File	Sound	Notes

Working notes

_____
_____

Delivery checklist

Blank template

Project	Revision	Prepared by
_____	_____	_____

Master and handoff

Item	File	Version	Responsible	Status	Notes

Working notes

_____
_____

Crew contact list

Blank template

Project	Revision	Prepared by
_____	_____	_____

Set contact chain

Name	Role	Department	Contact	Status	Notes

Working notes

_____
_____

Daily production report

Blank template

Project _____	**Revision** _____	**Prepared by** _____
Shoot day _____	**Approver** _____	

Day closeout

Day	Date	Time	Scene	Location	Action	Status

Working notes

_____
_____

Film proposal

Blank template

Project	Revision	Prepared by
_____	_____	_____
Approver	**Reference**	
_____	_____	

Scope and approval

Section 1

Goal: _____
Location: _____
Responsible: _____
Notes: _____

Section 2

Goal: _____
Location: _____
Responsible: _____
Notes: _____

Section 3

Goal: _____
Location: _____
Responsible: _____
Notes: _____

Working notes

_____
_____

Filmmaker portfolio

Blank template

Project	Revision	Prepared by
_____	_____	_____

Selected work and credits

Item 1

Role: _____
Scene: _____
Shot: _____
File: _____
Notes: _____

Item 2

Role: _____
Scene: _____
Shot: _____
File: _____
Notes: _____

Item 3

Role: _____
Scene: _____
Shot: _____
File: _____
Notes: _____

Working notes

_____
_____

Production case study

Blank template

Project	Revision	Prepared by
_____	_____	_____

Brief and measurable result

Section 1

Goal: _____
Action: _____
Result: _____
Notes: _____

Section 2

Goal: _____
Action: _____
Result: _____
Notes: _____

Section 3

Goal: _____
Action: _____
Result: _____
Notes: _____

Working notes

_____
_____