|  |  |
| --- | --- |
| Event Call Sheet |  |
|  |  |
| Shoot Description |  |
|  |  |
|  |  |
| Logistics |  |
| Location Name |  |
| Address |  |
| Location Phone Number |  |
| Entrance Logistics | (How the crew gets into the building: freight elevator or front door etc) |
| Building Requirements | (Does the building management company require to be additionally insured are there security clearances needed?) |
|  |  |
| Contact Information |  |
| Producer/ Contact On Site Name | (The person in charge of the shoot. The crew will go to this person to approve shots etc) |
| Cell |  |
| Phone |  |
| Email |  |
| End Client Name | (if the party paying for the shoot is on site it is good to make introductions so there is no confusion about hierarchy on set) |
| A/V Main Contact Name |  |
| Cell |  |
| Email |  |
| Video Production Main Contact Name |  |
| Cell |  |
| Email |  |
| Webstreamer Main Contact Name |  |
| Cell |  |
| Email |  |
|  |  |
| Presentations |  |
| Presenter Name |  |
| Presenter Materials | (has the presenter given the ppt slides, video clips or any other media to you prior to their presentation) |
|  |  |
| Deliverable |  |
| **Post Production** | Media Type: (This is what will determine what camera format your video production company will use.) |
|  | File Type: (This refers to the file on the media type.) |
| **Web team** | Media type: |
|  | File type: |
| **Archival** | Media type: |
|  | File type: |

Example Event Time Sheet

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vender** | **Sunday Monday Tuesday Wednesday Thursday Friday Saturday** | | | | | | |
| **Date** | **3/25/12** | **3/26/12** | **3/27/12** | **3/28/12** | **3/29/12** | **3/30/12** | **3/31/12** |
| **Call Time** |  | | | | | | |
| **A/V** | 5:00 AM | | | | | | |
| **Video Production** | 7:00 AM | | | | | | |
| **Webstreaming** | 5:00 AM | | | | | | |
| **Shoot Time** |
| **A/V** | 9:00 AM | | | | | | |
| **Video Production** | 9:00 AM | | | | | | |
| **Webstreaming** | 9:00 AM | | | | | | |
| **Wrap Time** | 3:00 PM | | | | | | |
| **A/V** |
| **Video Production** | 3:00 PM | | | | | | |
| **Webstreaming** | 3:00 PM | | | | | | |
|  |  | | | | | | |