Call sheet

Fictional example - not for use on a shoot.

CINEVARIS

Production

Real Friends - sample

Shoot date	Day number	Revision / Issued at
October 20, 2026	1	Rev 2 / Oct 19, 18:00

General crew call	Weather / Sunrise / Sunset
08:00 - setup and briefing	Check forecast before issuing

Location / Address / Parking and access

Room location to be confirmed. Address, parking and access still needed.

Scene schedule

Time	Scene	Location / INT or EXT	Cast / Notes
08:00		Setup / briefing / rehearsal	
09:15	1	INT. Andrew's room	Andrew - finish by 11:30
11:30		Check coverage / pack down	Leave by 12:00

Cast calls

Performer / Character	Arrival	Hair / Makeup / Wardrobe	Ready on set
Andrew / performer TBC	08:45	08:45-09:00	09:00

Crew contacts

Name / Role	Phone	Individual call / Notes
Production contact TBC		

Meals, travel, and day notes

Rev 2: cast arrival changed from 08:30 to 08:45. Confirm breaks and water arrangements.

Safety and emergency information

Emergency contact

To be confirmed

Nearest appropriate medical facility / Address

Verify facility and address for the actual location

Site-specific safety notes

Confirm site-specific arrangements before sharing. Brief cast and crew at call.

Reference copy. Use the blank fillable PDF for your own shoot.

Using the call sheet

Fictional example based on Real Friends. Times and arrangements are illustrative; this is not a call sheet for an actual shoot.

1. Date and revision

Put the date and revision on each copy. Here, revision 2 changes cast arrival to 08:45. Tell affected people which copy replaces the old one.

2. Crew call and location

The crew arrives at 08:00; filming starts later. Andrew's room is the story location. The address and access arrangements still need confirmation.

3. Scene order

Scene 1 stays scene 1 when you reorder the day. This example includes setup and pack-down as well as filming. Add breaks and travel to your own schedule.

4. Individual cast call

The performer arrives at 08:45, prepares for 15 minutes and is ready for rehearsal at 09:00. Filming starts at 09:15.

5. Contacts, welfare and safety

Verify contacts, medical information and site-specific arrangements before issuing the sheet. Share personal details privately. A call sheet does not replace a production safety plan.

Use the blank PDF at cinevaris.com/resources/call-sheet-template for your own shoot. The first page uses the same fields and layout; this reference copy is not editable.