

The Call Sheet

An Easy Read Guide



Tip!

Words in **pink** can be found in the Easy Read Glossary

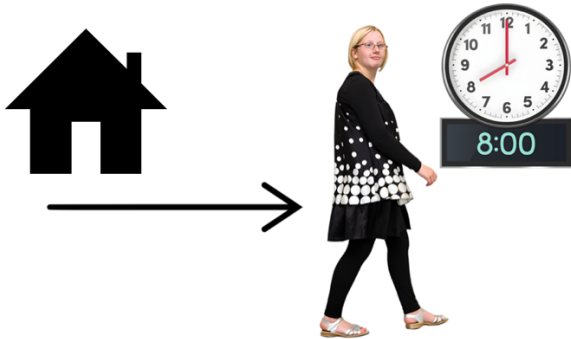
What is the Call Sheet?

Call Sheet

The **call sheet** gives you important information about each day's work.

IMPORTANT!

Here are the important things you need to look at when you get your call sheet each day.



1. **Unit call** is the time most **crew** members need to be on **set**.

It is at the top of the call sheet.



It is always good to check with your manager the exact time you should arrive.

Some departments might have a different call time.



2. **Wrap time** is the time when work is planned to finish for the day.



This time can change.



3. Meal times are when your breakfast, lunch and dinner breaks will be.



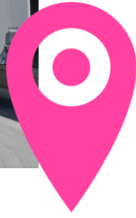
Sometimes meal times will change on the day but you will be told if that happens.



It can also be strange because your meal has a different name to the one you expect.



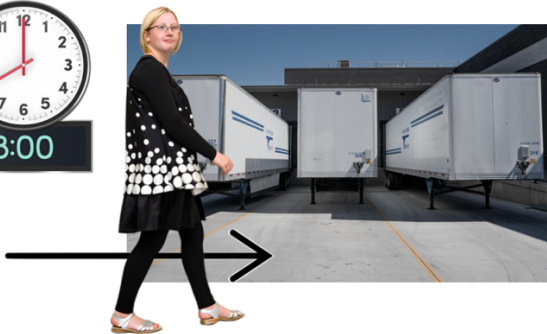
For example if you do a night shoot and start work at 7pm, the first meal might be called breakfast even though it is in the evening.



4. Unit base and location addresses. The unit base is where all the trucks like Costume, Hair and Makeup and Production will be.



The unit base is often different from the filming location.



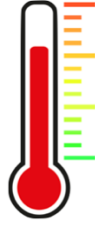
Most cast and crew start their day at unit base.



It is important to check where your department needs to be and when.



5. Addresses for the production office, parking and the local hospital in case you need them.



6. The weather forecast.

This helps you plan what to wear.

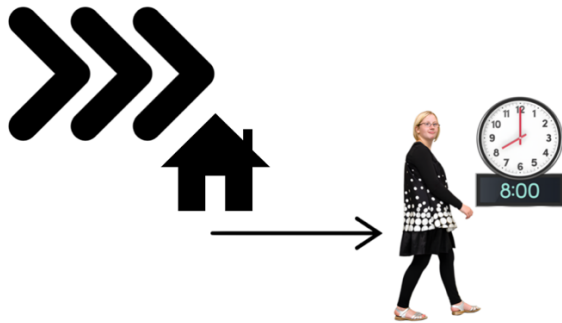


7. Phone numbers for the Heads of Department.

3	EXT	Coffee Shop	Day	1/8	1, 2
21	INT	Park Bench	Day	2/4	2, 5

8. The schedule details.

This includes scenes which will be shot that day, the sets used and what happens in each scene.








9. The next day's call time.

This is at the bottom of the sheet so you can prepare.



These times can change so always take your next call time from the sheet you are given at the end of the day.

	<p>There is a lot of information on a call sheet.</p>
	<p>It can take some time to get used to reading them.</p>
	<p>But they are very helpful because they contain all the information you need for the day to run smoothly.</p>
	<p>The information a call sheet is confidential.</p>
	<p>Get rid of old call sheets carefully. Do not leave them where people can find them.</p>