

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							
A/V		3:00 PM					
Video Production		3:00 PM					
Webstreaming		3:00 PM					