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| --- | --- | --- |
| Executive Producer: E&CO  Producer: Michael  Line Producer: Rennie  Director: Ibrah  Production Manager: Eileen  1st Assistant Director: Rennie Cowan | **A Christmas Surprise** | DATE: 11/28/2017  SHUTTLE INFO: By assigned car, unless you are a cast member taking your own car. |
| WEATHER: Slight Warm  Note: We are shooting at Joey’s apartment today and will be taking six crew to work on-set.  First Aid kit-ask First AD. | **CALL TIME**  **10:00am**  Note:  Check grid for individual call times | LUNCH  12:15pm-1:00pm  At Madeit not location |

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| **Production Office** | | | | | | **Nearest Hospital to Set** | | | | | | | | | |
| E&CO (For emergencies or info please contact Eileen)  Cell: 626-201-7322 | | | | | | Community Hospital of San Bernardino  1805 Medical Center Dr · (909) 887-6333 | | | | | | | | | |
| **LOCATIONS** | | | | | | | | | | | | | | | |
| **Scene#** | | **Location** | | **Address** | | | | **Parking** | | | | | **Contact** | | |
| 3 | | Joey’s Apartment | | 1015 S. Meadow Lane, Colton, CA | | | | Side streets | | | | | Madeit Eileen  626-201-7322 | | |
| **Scene and Description** | | | | | | | | | **Cast** | | **Pgs** | | | **Loc** | |
| Scene #2 Bathroom | | | | | | | | | 1 | | 1 short paragraph | | | Int. | |
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| **#** | **Cast** | | **Role** | | **Call Time** | | **Pick Up Time** | | | **MU/WD** | | **Set Call** | | |
| **1.** | Bailey | | Dart | | 10:00am | | n/a | | |  | | 10:00am | | |
| **2.** |  | |  | |  | |  | | |  | |  | | |
| **3.** | Jenna | | Janice | | 10:00am | | n/a | | |  | | 10:00am | | |

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| **Extras/Background** | |
| None | |
|  | |
| **Transportation** | |
| By car. Please know what car you will be traveling (students with Faculty) | |
| **Craft Services – Hot & Ready @** | |
| Madeit lunch – on your own | |
| **Catering for lunch** | |
| Cast/Crew (Lunch) to be Hot & Ready @12:15 pm to be served @ 12:00PM | |
| **SET REQUIREMENTS** | |
| **Props: ID Badge** | |
| **Special Effects: N/A** | |
| ***A Christmas Surprise - Call Sheet Continued…*** | |
| **Vehicles: None** | |
| **Wardrobe: Khakis, cigarette, curlers** | |
| **Makeup:** Actors to arrive camera-ready with make-up | |
| **Set Dressing: None** | |
| **Animal Wrangler: N/A** | |
| **Stunts: N/A** | |

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| **Producer**  Michael  818-612-3338 | **Director**  Ibrah  951-650-9990 | **Production Manager**  Eileen  626-301-7322 | **Production Office**  E&CO  Contact Eileen 626-301-7322 | **1st Assistant Director/Line Producer**  Rennie  323-393-9187 |

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| **DEPT** | **NAME** | **IN** | **DEPT** | **NAME** | **IN** |
| **PRODUCTION** |  |  | **ART DEPT** |  |  |
| Producer | Michael | 8:00am | Production Designer |  |  |
| Line Producer | Rennie | 8:00am | Art Department/Props |  |  |
| Director | Ibrah | 8:00am | Art Department |  |  |
| Production Manager | Eileen | 8:00am | **HAIR/MAKEUP/WARDROBE** |  |  |
| Production Coordinator |  |  | Key |  |  |
| Production Assistant | Isabel |  | Assistant |  |  |
| Production Assistant |  |  | Assistant |  |  |
| **AD’S** |  |  | **CONTINUITY** |  |  |
| 1st Assistant Director | Rennie | 8:00am | Script Supervisor | Austin | 10:00am |
| 2nd Assistant Director | Christian | 10:00am | Scripty Assistant |  | 10:00am |
| 3rd Assistant Director |  | 10:00am | Locations Manager |  |  |
| **CAMERA DEPT** |  |  | **SOUND** |  |  |
| Director of Photography | Mellissa | 8:00am | Production Sound Mixer | Joey or Evan | 8:00am |
| 1st Assistant Camera | Steven | 10:00am | Boom Operator | Christian | 10:00am |
| 2nd Assistant Camera | Jennie | 10:00am | **STUNTS** |  |  |
| BTS / On-Set Stills  BTS Assistant | Evan | 8:00am  10:00am | Stunt Coordinator |  |  |
| **GRIP & ELECTRIC DEPT** |  |  | **CATERING/CRAFT** |  |  |
| Key Grip | Nick | 10:00am | Catering | Lunch | 12:00pm |
| Best Boy Grip |  |  | Craft Services | On-set | 9:00am |
| Grip |  |  | **DRIVERS** |  |  |
| Gaffer | David |  | Driver Coordinator |  |  |
| Best Boy Electric |  |  | Driver |  |  |
| Electric |  |  | Driver |  |  |
| Swing |  |  | Driver |  |  |