

## **APPENDIX E**

### **Production**

- I. Call Sheet (2pages) -----
- II. Production Report (2pages) -----
- III. Crowd Notice Release (1page) -----
- IV. Script Continuity Log (1page) -----
- V. Breakdown Sheet (1page) -----
- VI. Camera Log (1page) -----
- VII. P2 Camera Report (1page) -----
- VIII. Sound Report (1page) -----
- IX. Sound Report (Olympus recorder 1page) -----

film title

CALL SHEET

Day \_\_\_\_\_ out of \_\_\_\_\_

DIRECTOR: Michael Gleasoner

UNIT CALL TIME

Date:

1st AD:

[TIME]

Weather:

BIGFOOT ENTERTAINMENT, INC.  
1 Hollywood Blvd., Bigfoot IT & Media Park  
Mactan, Lapu-lapu City, 6015 Cebu  
Phone: +32-9338899 loc. 5261 | Fax: 2405126

SHOOTING CALL: [TIME]  
BLOCK ON SET: [TIME]

High:

Low:

Sunrise:

Sunset:

Breakfast:

Lunch:

EX/IN	SET DESCRIPTION	SCENE	CAST	D/N	PGs	LOCATION

PAGE TOTAL

#	CAST	CHARACTER	COURTESY P/U	MU / WARD	SET CALL	SWP	REMARKS

CREW NOTES: NO FORCED CALLS WITHOUT PRIOR APPROVAL OF 1ST AD AND/OR LINE PRODUCER.  
No pets allowed!! Waiters are allowed only with prior approval of  
BREAKFAST WILL BE SERVED 30 MINUTES BEFORE CALL. COME EARLY.  
IMPORTANT: It is your responsibility to know if your call time differs from the General crew call (see back).

SPECIAL INSTRUCTIONS

MAKE UP:	WARDROBE:
PROPS	SET DRESSING:
PICTURE VEHICLES:	SPECIAL EQUIPMENT:
VIDEO PLAYBACK:	STUNTS:

NOTES:

ADVANCE SCHEDULES

DATE	SCENES	SET DESCRIPTION	CAST	PGs	LOCATION

ASSISTANT DIRECTOR:

LINE PRODUCER:



**(film title)**

**PRODUCTION REPORT**

Bigfoot Entertainment, Ltd.  
One Hollywood Blvd. Mactan Lapu-Lapu City  
Cebu 6015 Philippines

PRODUCTION CO.	<u>BIGFOOT ENTERTAINMENT</u>	DATE:	_____
SHOW	_____		_____
LOCATION	_____		_____
DIRECTOR	_____	1st AD	_____
UPM	_____	SCRIPT SUPERVISOR	_____
CREW CALL	_____	SHOOTING CALL	_____
1ST SHOT	_____	CAMERA ROLLS	_____
LUNCH	_____	SOUND ROLLS	_____
1ST SHOT AFTER LUNCH	_____	WILD TRACKS	_____
2ND MEAL	_____	RESHOTS	_____
1ST SHOT AFTER 2ND MEAL	_____		
LAST SHOT	_____		
CAMERA WRAP	_____		

SET DESCRIPTION:

SCENES COMPLETED:

	SCENES	PAGES
SCRIPT TOTAL		
SHOT TODAY		
PREVIOUSLY SHOT		
TOTAL TO DATE		
TOTAL REMAINING		

NOTES:

PICTURE VEHICLES:  
ART DEPT:  
WARDROBE:  
PROPS:  
SPECIAL REQUIREMENTS:

LINE PRODUCER

1st AD

**PRODUCTION REPORT BACK**

TITLE

CREW CALL

DATE

**[TITLE]**

**[TIME]**

**[DATE]**

CALL TIME	CREW	CALL IN	CALL OUT	NAME	CALL TIME	CREW	CALL IN	CALL OUT	NAME	CALL TIME	CREW	CALL IN	CALL OUT	NAME
<b>PRODUCTION OFFICE</b>					<b>GRP / ELECTRIC</b>					<b>PRODUCTION SET UNIT 21</b>				
<b>PRODUCTION SET</b>					<b>WARDROBE</b>					<b>ART / PROPERTY</b>				
<b>CAMERA</b>					<b>LOCATION</b>					<b>CATERING AND CRAFT SERVICES</b>				
<b>SOUND</b>					<b>TRAINING &amp; ACCOMMODATION</b>					<b>SAFETY AND SECURITY</b>				
<b>NOTES:</b>														
LINE PRODUCER:					1ST AD:					2ND AD:				



## **CROWD NOTICE RELEASE**

Please be advised that filming is taking place in connection with the production of \_\_\_\_\_ . People entering this area may appear in the picture. By entering this area, you grant to Bigfoot Entertainment the right to film and photograph you and record your voice and to use your voice and likeness in connection with the picture and the distribution and exploitation thereof, and you release Bigfoot Entertainment and its licensees from all liability in connection therein. You agree and understand that filming will proceed in reliance upon such grant and release.

Bigfoot Entertainment does not assume responsibility for any injury to your person or damage or loss to your property.

The use of cameras and recording equipment is prohibited due to copyright regulations.

Smoking is prohibited in this area.



This page goes opposite Script Page # \_\_\_\_\_  
Script Supervisor: \_\_\_\_\_

**FILM TITLE**  
Shoot Day: \_\_\_\_\_

Date: \_\_\_\_\_

SLATE #	TAKE	TIME	CREDIT TIME	CAMERA ROLL	SOUND ROLL	COMMENTS	ACTIONS



Breakdown Sheet  
Production Services

SHOW \_\_\_\_\_ BREAKDOWN PAGE # \_\_\_\_\_  
 LOCATION \_\_\_\_\_ PROD # \_\_\_\_\_  
 STAGE  LOCAL LOCATION  DISTANT LOCATION DATE \_\_\_\_\_

SCENE	DESCRIPTION				STORY DAY		# OF PAGES
	<input type="checkbox"/> INT.(white)	<input type="checkbox"/> EXT. (blue)	<input type="checkbox"/> DAY	<input type="checkbox"/> NIGHT	<input type="checkbox"/> DAWN	<input type="checkbox"/> DUSK	
						<b>TOTAL PAGES</b>	

NO.	CAST(red)	STUNTS(orange)	CAMERA
		<b>MAKEUP / HAIR (asterisk)</b>	<b>ELECTRIC/GRIP/CRANES</b>
<b>EXTRAS (yellow)</b>		<b>SOUND EFFECTS/MUSIC (brown)</b>	<b>OTHER (underline)</b>
<b>VEHICLES/ANIMALS(pink)</b>		<b>PROPS /SET DRESSING (purple)</b>	
<b>SPECIAL EQUIPMENT(box)</b>		<b>WARDROBE(circle)</b>	
<b>SPECIAL EFFECTS(blue)</b>		<b>PLAYBACK</b>	





**FILM TITLE**

**CAMERA LOG**

Project: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Tape/Card No.: \_\_\_\_\_  
 Camera: \_\_\_\_\_

Cameraman: \_\_\_\_\_  
 PA Logger: \_\_\_\_\_  
 Segment Producer: \_\_\_\_\_  
 Executive Producer: \_\_\_\_\_

Shooting Date	Shooting Day	Tape/Card Number	Time-code		Description	Rating	Location
			Start	Finish			

Story Notes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





Camera Report							DATE	CAMERA	MAG	ROLL	SHEET		
<b>Production Number:</b>							<b>Production Title:</b>						
<b>Director of Photography:</b>							<b>Director:</b>						
<b>1st AC:</b>							<b>2nd AC:</b>						
SCENE	TK	DIAL	FTG	LENS	F-STOP	REMARKS	SCENE	TK	DIAL	FTG	LENS	F-STOP	REMARKS
							<b>FOOTAGE:</b>			<b>G</b>			
							<b>COMMENTS:</b>			<b>NG</b>			
										<b>W</b>			
										<b>T</b>			
										<b>SE</b>			
<input type="checkbox"/> Process Normal <input type="checkbox"/> Timed WP <input type="checkbox"/> Print All							<input type="checkbox"/> 16mm <input type="checkbox"/> Super 16mm <input type="checkbox"/> 35MM						
<input type="checkbox"/> Prep for Transfer <input type="checkbox"/> Best Light Print <input type="checkbox"/> One Light Print							<b>FILM TYPE:</b> <b>ASA:</b> <input type="checkbox"/> COLOR <input type="checkbox"/> B & W						
<input type="checkbox"/> Time to Gray Scale <input type="checkbox"/> Time to these Lights													



Name of Audio Mixer \_\_\_\_\_ Date. \_\_\_\_\_  
 Production audio mixer \_\_\_\_\_ Sheet#. \_\_\_\_\_  
Email add of mixer \_\_\_\_\_  
 mobile: \_\_\_\_\_

**SOUND REPORT**

**BIGFOOT ENTERTAINMENT**      **SOUND ROLL/DVD**

sampling Frequency	Frame Rate	Bit depth	File format	Test tone	SMTE / EBU T.C. format	Master Recorder
o 48khz    o 96.096khz o 48.048khz    o 176.4khz o 88.2khz    o 192khz o 96khz	o 30md    o 25fps o 30df    o 24fps o 29.97md    o 23.976fps o 29.97df	o 16 bit no dither o 16 bit dither o 24 bit	o BWF poly o BWF mono o WAV poly o WAV mono	o 1 khz -20 dB o 1 khz -12 dB	o free run    o Free userbits o Rec run    o date userbits o 24h run	o Sound Devices 744T o Edrol R-4 pro o HHB porta o Disc

Project. \_\_\_\_\_ Production. \_\_\_\_\_ Director. \_\_\_\_\_

Location	Scene	Take	Time Code				Track				Remarks
			H	M	S	F	1	2	3	4	
			:	:	:						
			:	:	:						
			:	:	:						
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