

# TV Commercial Shoot Overview

<b>Project Title:</b>	Shoot date:	Job #:
Client:	Duration: 5" / 15" / 30" / 45" / Other:	
Brand + product(s) or service(s):		
Client contact/mobile:	Agency contact/mobile:	

## Objectives, style direction, mandates

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## Crew

ROLE / NAME	OFFICE NUMBER	MOBILE
Producer:		
Director:		
Camera:		
Gaffer:		
Gaffer Assist:		
Make-up artist:		
Hair stylist:		
Wardrobe stylist:		
Food stylist:		
Editor:		
First Aid:		

## Talent

NAME	OFFICE/HOME NUMBER	MOBILE
Name		
Name		
Name		
Name		

## Location(s)

#	Location	Address	Contact / phone
1			
2			
3			

## Props

What props are required? Who will supply?

## Food

What food is required? Who will supply? Food preparation/cooking facilities required, etc.

## Wardrobe

Requirements could include: clothes, shoes, hats, accessories, changing / bathroom facilities, etc.

## Wet weather (plan B)

## Food/drink for talent and crew

## Schedule

**Include:** set-up, make-up and hair call, talent call, pack down, wrap, etc.

Time	Activity
00:00	Crew call and set-up

## Post Production

Activity	Location / supplier	Date
Edit		
Approvals		
2 <sup>nd</sup> approvals		
Deliver final videos		

## Emergency Providers

List nearest provider to shoot location

Provider	Phone	Address
Emergency services	111	
Police and traffic		
Fire		
Leaking gas		
Poisons and chemical		
Hospital / A&E clinic		

Notes