

COMPANY NAME

Address, City, State Country +1 555 555 5555

CALL SHEET for TOMMY HILFIGER 'SPORTSWEAR 19' WEB/SOCIAL SHOOT

DATE: FRIDAY, 19 OCTOBER 2018

SHOOT DAY 5 of 5

CALL TIMES

07:00A	PRODUCTION + PHOTO + CATERING + PROPS
07:30A	BREAKFAST RTS
07:30A	TALENT + STYLING + HMU
08:00A	CLIENT + PHOTOGRAPHER
09:00A	PHOTO UP
12:00P	LUNCH RTS

LOCATIONS

SEE MAP ON PAGE 3

BASECAMP (MOHO): 215 UNION STREET, BROOKLYN NY 11231

TALENT

JESSIE LI @ NEXT	T. +1 555 555 5555
AGENT: JENNY BECK / email@example.com	
VICTORIEN @ WILHELMINA	T. +1 555 555 5555
AGENT: JAGA ACQUARULO / email@example.com	
COREY @ FORD	M. +1 555 555 5555
AGENT: SAM DOERFLER / email@example.com	

TOMMY HILFIGER

BEANCA MOLENAAR / GLOBAL ADVERTISING AND BRANDING PROJECT MANAGER
BARBARA DE VRIES / SENIOR MANAGER GLOBAL ADVERTISING
SIMON FRENCH / SENIOR ART DIRECTOR
SARAH COBURN / ART DIRECTOR
JOHANN TANGYONG / ART DIRECTOR
ISABELLE KOSTER / SENIOR MARKETING MANAGER COMMERCIAL CAMPAIGNS
KIKI CROESE / CONTENT COORDINATOR
KELSEIGH ZAMMIT / CONTENT EDITOR
LOUISE TENCH / CREATIVE PRODUCER

LEAD TEAM

PHOTOGRAPHER:	DAN MARTENSEN @ M.A.P.	
	AGENT: JESS PORTER / email@example.com	M. +44 (0)5555 555 555
	PRODUCER: TRAVIS KIEWEL / email@example.com	M. +1 555 555 5555
EXECUTIVE PRODUCER:	TOM VINEY / email@example.com	M. +44 (0)55 555 5555
LOCAL PRODUCER:	IZZY COHAN	M. +1 555 555 5555
	email@example.com	

PHOTO TEAM

1ST PHOTO ASST:	ALEX AUSTIN	M. +1 555 555 5555
	email@example.com	
2ND PHOTO ASST:	GASPAR DIETRICH	M. +1 555 555 5555
	email@example.com	
3RD PHOTO ASST:	ERIC HOBBS	M. +1 555 555 5555
	email@example.com	

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4TH PHOTO ASST/DRIVER: DENNIS HARRIS @ VIVID KID M. +1 555 555 5555
email@example.com

DIGITAL TECH: SEAN PRICE M. +1 555 555 5555
email@example.com

GLAM TEAM

WARDROBE STYLIST: WILLIAM CLARK M. +1 555 555 5555
email@example.com

STYLING ASSTS: EDWARD THOMAS M. +1 555 555 5555
email@example.com

ROY COLLINS M. +1 555 555 5555
email@example.com

HAIR STYLIST: RACHEL ALLEN @ BRYANT ARTISTS AGENT: M. +1 555 555 5555
ARTHUR TURNER / email@example.com

HAIR ASST: SHIRLEY WILSON M. +1 555 555 5555

MAKEUP STYLIST: JIMMY PATTERSON@ STREETERS T. +1 555 555 5555
AGENT: THOMAS NELSON/ email@example.com

MAKEUP ASST: ANDREW FOSTER M. +1 555 555 5555

ART TEAM

PROPS: THERESA BROOKS M. +1 555 555 5555
email@example.com

PRODUCTION

ASST LOCATIONS MANAGER: MARILYN BAKER M. +1 555 555 5555
email@example.com

PRODUCTION COORDINATOR: JUAN SIMMONS M. +1 555 555 5555
email@example.com

PRODUCTION ASSTS: CHRISTINE BELL M. +1 555 555 5555
email@example.com

LOIS HERNANDEZ M. +1 555 555 5555
email@example.com

ANNIE CARTER M. +1 555 555 5555
email@example.com

LOUISE WHITE M. +1 555 555 5555
email@example.com

VENDORS

G/E & PRODUCTION EQ: BONNIE GREEN / email@example.com M. +1 555 555 5555

CATERING: RUTH RAMIREZ / email@example.com M. +1 555 555 5555

MOTORHOME: ON TIME ELITE / email@example.com M. +1 555 555 5555

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TRANSPORTATION

WARDROBE PICKUP

DRIVER: RUBY

M. +1 555 555 5555

PICKUP TIME: 7:00AM

LOCATION: HOTEL INDIGO LES LOBBY / ROOM #301

CALL TIME: 7:30AM @ 215 UNION STREET, BROOKLYN NY 11231

WARDROBE CONTACT: KIKI

M +31 555 555 5555

CLIENT + WARDROBE PICKUP

DRIVER: TERRY WALKER

M. +1 555 555 5555

PICKUP TIME: 7:30AM

LOCATION: HOTEL INDIGO LES LOBBY

CALL TIME: 8:00AM @ 215 UNION STREET, BROOKLYN NY 11231

CLIENT CONTACT: ZAC

M. +31 555 555 5555

PASSENGERS: TERESA PETERSON

PHYLLIS DIAZ LORI

EVANS LOUISE

TODD ROSS

LOCATION MAP

BASECAMP

215 UNION STREET

BROOKLYN NY 11231

"TH SS19" – DAY 5: 10/19/18



NEAREST HOSPITAL:

NEW YORK METHODIST HOSPITAL

29 Woodhull Street

Brooklyn, NY 11231

COMPANY NAME

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COMPANY NAME HEALTH & SAFETY POLICY:

ACCIDENTS, ILLNESS OR NEAR MISSES:

- ALL ACCIDENTS / ILLNESS MUST BE REPORTED IMMEDIATELY TO **EUGENE BUTLER** THE DESIGNATED PERSON WHO WILL COMPLETE A REPORT OF THE INCIDENT.
- NEVER MOVE AN INJURED PERSON UNLESS THEY RISK FURTHER INJURY BY BEING LEFT WHERE THEY ARE.
- PLEASE NOTE: SMOKING IS NOT ALLOWED ON THE SET OF ANY SHOOT. CONSUMPTION OF ALCOHOL DURING HOURS OF SHOOTING IS BANNED, AND ANY CREW MEMBER FOUND TO BE CONSUMING DRUGS, OTHER THAN THOSE ON MEDICAL PRESCRIPTION OR OVER THE COUNTER DRUGS, WILL BE BANNED FROM THE SHOOT ON THE GROUNDS OF SAFETY TO THEMSELVES AND OTHER MEMBERS OF THE CREW AND CAST

SAFETY ON SET:

- IN THE EVENT OF AN EMERGENCY PLEASE INFORM **EUGENE BUTLER** WHO WILL CALL THE EMERGENCY SERVICES. THE ELECTRICIAN OR CAMERA ASSISTANTS SHOULD CUT POWER TO THE SET.
- ALWAYS ENSURE FIRE EXITS AND DOORWAYS ARE KEPT FREE OF OBSTRUCTION TO ENSURE SAFE ENTRY / EXIT AT ALL TIMES.
- ANY OVERHEAD EQUIPMENT SHOULD BE PROPERLY SECURED; CABLES ON THE GROUND MATTED AND / OR RAMPED WITH RUBBER COVERS.
- ENSURE THAT FIRE EQUIPMENT IS READILY ACCESSIBLE.

ACCIDENTS, ILLNESS OR NEAR MISSES:

- ALWAYS TAKE CARE WHEN LIFTING OR MOVING HEAVY OBJECTS, USE MECHANICAL LIFTING GEAR WHERE IT IS AVAILABLE. • IN RESPECT OF FILMING FROM HEIGHTS, WEAR A SAFETY HARNESS WHERE AVAILABLE.
- NO UNIT MEMBER IS TO OPERATE EQUIPMENT WHEN SUFFERING SEVERE TIREDNESS OR STRESS.
- NO ALCOHOL OR NON-PRESCRIPTION DRUGS TO BE CONSUMED DURING THE WORKING DAY. ANY CREW MEMBER WHO BREAKS THIS RULE WILL BE REPLACED BY ORDER OF THE PRODUCER.
- ENSURE WHEN WORKING WITH PAINT OR CHEMICALS, THAT THEY ARE STORED SAFELY AT ALL TIMES. ALL GAS CYLINDERS AND FLAMMABLE MATERIALS SHOULD BE STORED IN ACCORDANCE WITH THE APPROPRIATE SAFETY REGULATIONS.
- ALL TOOLS AND EQUIPMENT ARE TO BE IN PROPER WORKING ORDER AND USED ACCORDING TO THE MANUFACTURERS INSTRUCTIONS WITH PROTECTIVE GUARDS APPLIED WHERE NECESSARY.
- ALL LADDERS ARE TO BE PROPERLY STORED AND SECURED WHERE POSSIBLE.
- ALL ELECTRICAL EQUIPMENT TO BE PROPERLY MAINTAINED, TESTED AND USED IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS.
- NO LIGHTS ARE TO BE PLACED NEAR PROPS, SETS AND OTHER FLAMMABLE MATERIALS OR LEFT BURNING UNNECESSARILY.
- WHEN WORKING ON OR NEAR ROADS BE AWARE OF ALL MOVING VEHICLES, ENSURE BARRIERS ARE IN PLACE AND REFLECTIVE CLOTHING WORN.
- THE HEALTH & SAFETY OFFICER IS **EUGENE BUTLER** UNLESS OTHERWISE DESIGNATED. **EUGENE BUTLER** IS RESPONSIBLE FOR THE SAFETY OF THE SHOOT AND MAY BE HELD ACCOUNTABLE IN CRIMINAL OR CIVIL LEGAL PROCEEDINGS IF FOUND NEGLIGENT. ALL HODS HAVE A RESPONSIBILITY TO ENSURE SAFE WORKING PRACTISE IN THEIR DEPARTMENTS AND TO ADVISE THE PRODUCER OF ANY POTENTIAL RISK TO HEALTH & SAFETY IN ORDER THAT REMEDIAL ACTION CAN BE TAKEN IN GOOD TIME.

STATEMENT:

- ALL CREW HAVE A RESPONSIBILITY FOR HEALTH AND SAFETY UNDER SECTIONS 7 AND 8 OF THE HEALTH AND SAFETY AT WORK ACT 1974. REASONABLE CARE FOR YOU AND OTHERS SHOULD BE EXERCISED AT ALL TIMES. THE PRECAUTIONS ABOVE MUST BE OBSERVED TO MINIMISE RISK AND ANY CONCERNS OR POTENTIAL HAZARDS MUST BE REPORTED TO ISLA GORDON-CROZIER OR OTHERWISE DESIGNATED PERSON IMMEDIATELY. THIS IS OF PARTICULAR IMPORTANCE FOR THOSE WHO ARE CONTRACTED OR SELF-EMPLOYED.