

NAME OF PRODUCTION

DATE OF SHOOT

Contact Name	Title	Phone Number	Email

Time	Location	Activity
[TIME]	[ADDRESS OR SCENARIO]	DESCRIBE WHAT IS BEING DONE DURING THIS MOMENT OF TIME
<i>EG 10:00AM</i>	<i>1223 MAIN ST-- LIVING ROOM</i>	<i>TALENT ABC IS PLAYING CARDS WITH ONE TALENT XYZ IN LOUNGEWARE</i>