

CREA SHOOT RUNDOWN / PRODUCTION TIMETABLE

On-Set Schedule, Sequence Coverage & Cast Movements (A4 Printable Edition)

Project: _____	Shoot Date: 2026-__-__	Director / DP: _____
1st AD / Producer: _____	Location / Stage: _____	Weather / Contingency: Fair / Cover Set

Time	Activity & Scene Description	Set & Location	Cast & Dept	Notes & Equipment
07:00 - 07:30	Crew Call & Equipment Load-in / Staging	Basecamp / Staging Area	All Crew	Grip & electric distro / safety setup
07:30 - 08:30	Cast Call, Wardrobe, Hair & Makeup	HMU Suite	Principal Cast	Final costume fitting & script checks
08:30 - 09:00	Block & Light / Camera Rehearsal (Dry run)	Main Set	Director, DP, 1st AD, Cast	Dry walk-through & camera rehearsal
09:00 - 10:30	Scene #1 (Living Room - Master & Dialogue)	Set A (Living Room)	Lead & Supporting	Sound rolling / Wireless lavalier check
10:30 - 12:00	Scene #2 (Coverage, Close-ups & Inserts)	Set A	Lead Cast	Slider / Steadicam camera rigging
12:00 - 13:00	Lunch Break (Catering) & Media Ingest	Dining Area / DIT Cart	Cast & Crew	12:50 Call back to set / Hard rolling
13:00 - 15:00	Scene #3 (Balcony - Natural Light Coverage)	Set B (Exterior)	Leads	Monitor sun tracking & bounce diffusion
15:00 - 16:30	Scene #4 (Entryway / Corridor Passage)	Hallway	Lead Cast	Lighting shift / boom mic shadow check
16:30 - 17:30	Scene #5 (Golden Hour / Sunset Sequence)	Rooftop	Leads	Sunset 17:15 hard stop for magic hour
17:30 - 18:30	B-Roll, Pickups & Room Tone Recording	Various Sets	Camera & Sound Dept	60s absolute silence room tone record
18:30 - 19:30	Wrap, Strike & Pack Gear / Load-out	All Sets	Full Crew	Gear packdown, location cleanup & reset
19:30 - 20:00	Production Debrief & Next Day Call Sheet	Production Office	HODs & Producers	Day Wrapped (Shooting Complete)

Emergency Contacts: Police / Fire / Medical 911 • Nearest Emergency ER: _____ • 1st AD Cell: _____
[Set Rules] 1. All crew on standby 10 mins prior to call. 2. Absolute silence when sound is rolling. 3. Return all gear to staging carts after wrap.