

THE

PRODUCER TOOLKIT.

Practical, editable production tools for commercials, fashion films and branded content.

INCLUDED

Project brief / Call sheet / Shoot schedule / Budget tracker

Crew contacts / Location scout / Shot list / Checklist

One workbook. Eight working tools.

Use the Excel workbook as a live production hub. Every sheet is intentionally editable and can be adapted to a specific client, crew size or shoot format.

01 PROJECT BRIEF

Lock the scope, deliverables, people and assumptions.

02 CALL SHEET

Assemble shoot-day movements, contact details and safety notes.

03 SHOOT SCHEDULE

Plan time blocks, locations and scheduled duration.

04 BUDGET

Compare estimated and actual costs with editable contingency.

05 CREW CONTACTS

Keep a controlled list of team and confirmation details.

06 LOCATION SCOUT

Capture access, permissions, facilities and constraints.

07 SHOT LIST

Track creative coverage and progress during filming.

08 CHECKLIST

Stay on top of preparation, shoot day and wrap.

A reliable production starts before the call time.

A simple sequence for using the kit on commercial and fashion productions.

01 Scope first.

Confirm deliverables, usage rights, locations, dates, review rounds and approval owners. Record assumptions in the project brief.

02 Clear the location.

Scout in context: access, power, parking, sound, holding, restrictions and permissions. Record who verified each item.

03 Build and approve the plan.

Convert the brief into a realistic schedule. Confirm crew, talent, equipment, transport, catering and contingency.

04 Publish an accurate call sheet.

Distribute only after confirming addresses, calls, movements, critical contacts, weather, access and emergency arrangements.

05 Track actuals and wrap properly.

Capture changes, additional expenses, footage handover, releases and post-production dependencies.

Built to be used. Not just saved.

The templates are a starting point for professional coordination, not a substitute for project-specific production advice or local compliance checks.

USE ONE PROJECT CURRENCY

The budget estimates and actuals are expressed in a single editable currency. FX conversions and taxes are not calculated for you.

KEEP SAFETY INFORMATION VERIFIED

A final call sheet should contain confirmed access instructions, emergency contacts, escalation procedures and an approved risk plan.

TREAT PERSONAL DETAILS CAREFULLY

Crew lists may contain sensitive contact information. Limit access, keep copies secure and remove data when no longer required.

CHECK LOCAL RULES FOR EACH SHOOT

Permits, drone rules, road access, talent releases and insurance needs differ by location and project. Verify current requirements.

SHOOTING IN ISTANBUL?

Need a local production partner for crew, locations, logistics or full-service production?

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