

# GINA MILICIA

Go ahead, take your best shot.

## Template: Portrait Shoot Call Sheet

**DAY MONTH DATE, YEAR**

**LOCATION:** Studio/venue name  
Street address  
Suburb

**CONTACTS:** Name – phone number  
Name – phone number

**PARKING:** Detailed description of parking available  
Off street, on-site, valet or parking garage  
Description of entrances and exits and  
Access to lifts or stairwells

### CONTACTS (everybody involved in the shoot)

	NAME	NUMBER	EMAIL	CALL TIME
<b>Photographer</b>	Name	Phone number	<a href="#">email</a>	8.00am
<b>Assistant</b>	Name	Phone number	<a href="#">email</a>	8.00am
<b>Model 1</b>	Name	Phone number	<a href="#">email</a>	8.00am
<b>Model 2</b>	Name	Phone number	<a href="#">email</a>	8.00am
<b>Hair &amp; Make-up</b>	Name	Phone number	<a href="#">email</a>	8.00am
<b>Hair &amp; Make-up</b>	Name	Phone number	<a href="#">email</a>	8.00am
<b>Stylist</b>	Name	Phone number	<a href="#">email</a>	8.00am
<b>Stylist Assistant</b>	Name	Phone number	<a href="#">email</a>	8.00am

### Talent Call Times

Model 1: 8.30am

Model 2: 9.30am

## Photo shoot

8.00am Photographer, xxxxxxxx arrives to set up

8.00am Hair and make-up arrives to set up

8.00am Stylist arrives to set up

8.30am Model 1 hair and make-up/stylist

9.30am Model 2 hair and make-up/stylist

9.30am Model 1 Outfit #1

10.00am Model 1 Outfit #2

10.30am Model 2 Outfit #1

11.00am Model 1 Outfit #3

11.30am Model 2 Outfit #2

12 noon Model 2 Outfit #3

12.30pm Wrap/Lunch

1.00pm Location/lighting change and model touch ups

1.30pm Model 1 Outfit #4

2.00pm Model 2 Outfit #4

2.30pm Model 1 and 2 Outfit #5

3.00pm Location/lighting change

3.30pm Model 1 Outfit #6

4.00pm Model 2 Outfit #6

4.30pm WRAP

### **CATERING**

**A tea and coffee, water and snacks will be located in xxx and dietary requirements have been noted.**

### **CONFIDENTIALITY**

**This is a strictly confidential shoot.** No imagery including Selfies or information may be recorded, taken, published or distributed by any means (including Facebook, Twitter and all social media) without express permission of [*insert photographers name here*].