

Photo Shoot Call Sheet Template

A practical PDF for planning shoot-day timing, contacts, location details, shot priorities, logistics, and wrap responsibilities.

VT Photo Workplace | vphotoworkplace.com/guides/photo-shoot-call-sheet-template-pdf

USE THIS FOR Send one clear document before shoot day so the client, crew, talent, studio, and assistants understand where to be, when to arrive, and what must happen.

1. Call sheet cover

Project		Shoot date	
Main call time		Estimated wrap	
Location / studio		Address	
Parking / load-in		Emergency contact	
Client approval owner		Weather / backup plan	

2. Shoot-day essentials

<input type="checkbox"/>	Studio or location booking is confirmed in writing, including access, overtime, cleanup, and cancellation rules.
<input type="checkbox"/>	Every participant has call time, address, parking, wardrobe notes, and the correct contact number.
<input type="checkbox"/>	Shot list, deliverables, usage, crop formats, and approval owner are confirmed with the client.
<input type="checkbox"/>	Releases, permits, insurance, props, wardrobe, gear, catering, and file workflow are assigned.
<input type="checkbox"/>	Backup time is included for delayed arrivals, lighting changes, client review, and file transfer.

3. Team and contact grid

Role	Name	Phone / email	Call time	Notes
Client lead				Approval owner / on-set reviewer.
Photographer				Creative and technical lead.
Assistant				Lighting, gear, tether, backups.
Producer / coordinator				Timing, logistics, releases.
Stylist				Wardrobe, props, product, set.
Makeup / grooming				Talent prep and touch-ups.
Talent / subject 1				Wardrobe, release, timing.
Studio contact				Access, rules, overtime.
Retoucher / editor				Post notes and handoff.

4. Communication notes

[]	Send final call sheet to client, crew, talent, studio contact, and vendors.
[]	Confirm any late changes by text or email, then update the shared call sheet.
[]	Keep one person responsible for timing decisions during the shoot.
[]	Save the final call sheet in the production folder with the brief and shot list.

5. Shoot-day schedule

Time	Block	Owner	Notes
	Load-in / studio access		Keys, elevator, parking, setup area.
	Lighting and tether setup		Test exposure, color card, backup path.
	Client / talent arrival		Wardrobe, makeup, welcome, review goals.
	Look 1		Priority frames, crop, background, notes.
	Look 2		Wardrobe, set, lighting, prop change.
	Break / reset		Water, food, makeup touch-up, file check.
	Look 3 / alternates		Backup frames, extra crops, client requests.
	Client review		Flag selects, retouching notes, missing shots.
	Backup and wrap		File copy, gear pack, studio reset, next steps.

TIMING RULE

Put the immovable commitments first: studio access, talent availability, client review, meal break, and hard wrap. Build creative blocks around those constraints.

6. Shot list and deliverables

Scene / setup	Subject	Required frame	Crop / usage	Status
		Hero image	Website / campaign	<input type="checkbox"/>
		Alternate angle	Social / crop	<input type="checkbox"/>
		Detail / close-up	Retouch note	<input type="checkbox"/>
		Team / group	Horizontal	<input type="checkbox"/>
		Client-requested frame	Priority	<input type="checkbox"/>
		Backup / safety frame	Archive	<input type="checkbox"/>

7. Final send checklist

<input type="checkbox"/>	Date, address, map link, parking, load-in, call times, wrap time, and emergency contact are correct.
<input type="checkbox"/>	Team contact grid includes every client, crew member, talent, vendor, and studio contact.
<input type="checkbox"/>	Schedule includes setup, makeup, wardrobe, looks, breaks, client review, backup time, and wrap.
<input type="checkbox"/>	Shot list, deliverables, crop formats, usage, retouching expectations, and approval owner are included.
<input type="checkbox"/>	Wardrobe, props, releases, permits, insurance, catering, studio rules, and safety notes are attached.
<input type="checkbox"/>	File workflow, backup plan, proofing process, final deadline, and next-step owner are clear.

Related resources: vtpotoworkplace.com/studio-guides/studio-shoot-call-sheet-template and vtpotoworkplace.com/studio-guides/team-photo-shoot-studio-planning