

PRODUCTION OFFICE / Lantern Pictures / 10 Harbour Yard, Greyhaven / (202) 555-0100
Distribution: all heads of department. Times are local sample times; individual attendance is listed below.

TIME / DEPARTMENT	APPOINTMENT / LOCATION	ATTENDANCE / NOTES
08:00 - 09:30 camera, sound, dit	Camera / sound / data checkout Rental prep room	Charts, timecode, media labels, backup verification and editorial sample receipt.
10:00 - 11:30 creative, casting, script-supervision	Mara & Ellie rehearsal Keeper's cottage	Nina Hart and Casey Vale. Kitchen exchange and key handover. Closed rehearsal; no costume fitting during this window.
13:00 - 14:00 costume, sound, hmu, casting	Costume / sound fitting Wardrobe room	Casey Vale / Ellie: jacket lining test, lavalier position and continuity stills. Transport pickup 12:40 at cottage.
15:00 - 16:00 camera, electric, grip, art, locations	Cottage tech scout & look approval Keeper's cottage	Window test, floor plan, cable paths and access. Proposed lighting addition requires producer approval.
16:15 - 16:45 stunts, sfx, vfx, art	Stage movement / plate review Stage B	Coordinator reviews the landing, scenic clearances and Scene 6 clean plate requirements before the stage is released for use.
17:00 - 17:45 production, ad, transport, catering	Production readiness check Production office	All department leads report outstanding items. Confirm Day 1 call sheet, location map, meals and transport distribution.

REVISION / DISTRIBUTION

CHANGED: fitting moved from 12:00 / Studio B to 13:00 / Wardrobe room. Costume, sound, casting, transport and AD review the new call. Pickup now 12:40. Yellow highlights the changed appointment.

All meetings, people, places and telephone numbers in this sample are invented. No invitations are sent from the public demo.