## ASSET INVENTORY LOG

	DEPARTMENT:							
				AT CO	MPLETION C	F PRINCIPAL PHOT	OGRAPHY	
PURCHASED FROM	PURCHA SE DATE	PURCHA SE PRICE	P.O.#	IF PORTION	IF SOLD. IE BETTO TO		LOCATION OF	
	PURCHASED FROM	PURCHASED PURCHA	PURCHASED PURCHA PURCHA	DUDOUAGED	PURCHASED PURCHA PURCHA IF PORTION LISED HOW	PURCHASED PURCHA PURCHA DEPARTMENT:  AT COMPLETION OF THE PORTION OF T	PURCHASED PURCHA PURCHA DEPARTMENT:  AT COMPLETION OF PRINCIPAL PHOTO IF PORTION IF SOLD, IF RET'D. TO USED HOW FOR HOW COMPANY IN	

## **EQUIPMENT RENTAL LOG**

ITEM(S)	VENDOR ADDRESS/PHONE/FAX CONTACT	PO#	DEPARTMENT ASSIGNED TO	DATE PICKED UP	LENGTH OF RENTAL	DATE RETURNE D	L&D SUBMITTE D

## MOBILE PHONE & BLACKBERRY SIGN-OUT SHEET

DATE RECV'D. FROM VENDOR	PO#	ITEM(S) & MODEL#(S) (INCLUDING ACCESSORIES)	SERIAL#	PHONE #	PRINT NAME	DATE OUT	SIGNATURE	DATE IN	DATE RET'D. TO VENDOR
							300		
Vendor: Address:				NOTES:					
Phone#: Contact:									

# WALKIE-TALKIE SIGN-OUT SHEET

DATE RECV'D. FROM VENDOR	PO#	INDICATE ITEM & MODEL NO. (Walkie-Talkie, Charger, Headset, Bullhorn, Other Accessory, etc.)	SERIAL#	UNIT#	DEPARTMENT ASSIGNED TO	PRINT NAME	DATE OUT	SIGNATURE	DATE IN	DATE RET'D. TO VENDOR
								***		
1/					NOTES:					
Vendor: Address:					NOTES:					
Phone#:		10.47								
Contact:										

#### **DISTRIBUTION LOG**

NAMES	SORIPT & REVISIONS	BUDGET	COST REPORTS	PRE-PROD. SCHEDULE	SHOOTING SCHED. & ONE-LINER	DAY-OUT-OF-DAYS	CONTINUITY BREAKDOWN	STORYBOARDS	CREW DEAL MEMOS	CREW LIST	CAST & CREW CONTRACTS	CAST LIST W/O DEALS	CAST LIST W/DEALS	CAST PHOTOS	EXTRAS BREAKDOWN	VEHICLE BREAKDOWN	STUNT & EFX. BREAKDOWNS	CONTACT LIST	LOCATION AGREEMENTS	RELEASE FORMS	PRODUCT PLACEMENT REPORTS	TRAVEL INFO. & MOVEMENT LISTS	CALL SHEETS	PRODUCTION REPORTS	WRAP REPORTS	INSUR. & WORKERS COMP CLAIMS	POST PROD. SCHEDULE	MUSIC CUE SHEETS	DELIVERY REQUIREMENTS
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TOTAL NO. OF COPIES NEEDED:						1		T					T					1				T	1						

## **CREW INFORMATION SHEET**

(Please fill in the following information completely, and return this form to the Production Office. Thank You.)

SHOW	
NAME	
POSITION	_DEPARTMENT
HOME ADDRESS	
MAILING ADDRESS (If Different)	
HOME PHONE#	HOME FAX#
	_E-MAIL#
$\hfill\Box$ Check here if you DO NOT want any of the above infor	mation on the Crew List
$\square$ Check here if you just want your pager & mobile number	ers on the Crew List
SOC. SEC.#	BIRTHDAY (month & day only)
	_FED. ID#
START DATE	_UNION
EMERGENCY CONTACT	
RELATIONSHIP	_HOME PHONE#
CELL#	_WORK PHONE#
HOTEL ROOM PREFERENCES  LOCATION: Ground Level In the Back  BED STYLE: King Queen 2 Beds  IF AVAILABLE, I WOULD LIKE THE FOLLOW  Refrigerator Microwave Extra Rollaway	

The above information is solely for Production Office records and will be kept strictly confidential.