

INITIAL CONTACT LIST FOR PRODUCTION

Production Name:		Production Location:	
Today's Date:		To Be Completed By:	<i>Production Office Coordinator</i>
To Be Retained By:	<i>Production Office Coordinator</i>	To Be Sent To:	<i>Production Safety Representative</i>
Instructions:	When: <i>At beginning of production.</i>		Frequency: <i>Once, unless contact information changes.</i>
<i>Position</i>	<i>Name</i>	<i>Office Phone</i>	<i>Emergency Phone</i>
Unit Production Manager			
Production Office Coordinator			
1st AD (Odd)			
1st AD (Even)			
Construction Coordinator			
Transportation Coordinator			
Studio Production Executive			
Production Attorney			
Production Safety Consultant			
Studio Production Safety Representative			