Crew Call Sheet

JOB #: _____ **PO#** _____

Date: _____ **Time:** _____

Client: _____ **PM & ph#:** _____

Property: _____ **On-site Contact:** _____

Property Address: _____ **On-site Cont. ph#** _____

Meeting Area: _____ **Dress Code:** _____

Show Name: _____

TURN KEY
EVENT LABOR

40960 California Oaks Rd, Ste. #442, Murrieta CA, 92562
PH -951-541-0197 FAX- 800-617-1419

												For TurnKey Administration Use ONLY			
Title	Name	Phone Number	Confirmed	IN	Lunch OUT	Lunch IN	Lunch OUT	Lunch IN	OUT	Sign-in Intls*	Sign-out Intls*	Reg. hours	OT Hours	DT Hours	Rate

* Your initials are required to verify hours. The hours that are recorded and signed off on will be used for billing/ payment purposes.

Client Signature: _____

Company: _____

This signature approves crew positions, hours and changes. It authorizes the information for billing purposes.

Comments

Changes/ Additional Fees:

(i.e: position changes, parking fees, meal penalties, OT, DT)

**Please record ALL changes in above box with approving signature by On-site contact