

Cast & Crew Contact Sheet

Instructions

Decide who needs to be listed:

Set the scope before collecting details: cast, production staff, crew, or a clearly labeled subset. Ask each person to confirm their name, role and preferred contact method.

Keep the sheet useful and limited:

Include the contact fields the team actually needs. Do not add home addresses, emergency contacts or other sensitive details to a broadly circulated contact sheet.

Control copies and revisions:

Add a prepared or updated date, name a person who can correct errors, and tell recipients not to forward the sheet outside the production. Replace outdated copies when details change.

Production details

Production: _____

Prepared by: _____

Updated on: _____

Distribution / access note: _____

Use only with permission and share through a private channel. Avoid placing personal contact details on public noticeboards or public sign-up pages.

Name	Production role / character	Pronouns (optional)	Preferred contact method	Email	Phone (if shared)	Availability / contact note

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