通告單　　　年　　月　　日　第　　天／共　　天 天氣預報：

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| 拍攝日期 | 集合時間 | 集合地點 | 出發時間 | 拍攝地點 | 預定收工 |
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| 導演 | 副導 | 製片主任 | 攝影師 | 燈光師 | 收音師 | 美術 | 梳化 | 道具 | 場記 |  |  |  |
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| 時間 | 地點 | 光 | 內外 | 　場次 | 內容 | 頁數 | 角色 | 春嬌 | 志明 | 大同 | 小美 | 阿華 | 臨演 | 群眾 | 備註 |
| 通告時間 |  |  |  |  |  |  |  |
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| 道具備忘 | 服裝備忘 | 其他注意事項 |