**FOR INTERNAL USE ONLY/CONFIDENTIAL/IATSE LOCAL 99 USE ONLY**

**SHOW:** [Name of Show – as it appears on CallSteward]

**VENUE:** [Name of Venue]

**EMPLOYER:** [Company Name and Name of Company Representative]

**DATE:** [Date] (for multiple day calls, please list each day separately within this report)

**STEWARD:** [Your Name]

**Day 1 – [date]**

**NO SHOW:**

1. Name (last, first); Load In/Load Out/ShowCall; Time Scheduled
2. Name (last, first); Load In/Load Out/ShowCall; Time Scheduled

**LATE:**

1. Name (last, first); Load In/Load Out/ShowCall; Time Scheduled – Time of Arrival
2. Name (last, first); Load In/Load Out/ShowCall; Time Scheduled – Time of Arrival

**CALLOUT:**

1. Name (last, first); In/Out/ShowCall; Time Scheduled – Time of Callout / called Stew or Dispatch?
2. Name (last, first); In/Out/ShowCall; Time Scheduled – Time of Callout / called Stew or Dispatch?

**REPORT:** [Type your report here]

**Day 2 – [date]** (if applicable)

**NO SHOW:**

1. Name (last, first); Load In/Load Out/ShowCall; Time Scheduled
2. Name (last, first); Load In/Load Out/ShowCall; Time Scheduled

**LATE:**

1. Name (last, first); Load In/Load Out/ShowCall; Time Scheduled
2. Name (last, first); Load In/Load Out/ShowCall; Time Scheduled

**CALLOUT:**

1. Name (last, first); In/Out/ShowCall; Time Scheduled – Time of Callout / called Stew or Dispatch?
2. Name (last, first); In/Out/ShowCall; Time Scheduled – Time of Callout / called Stew or Dispatch?

**REPORT:** [Type your report here]