**Assistant Director ‘Honeywagon’ kit**

Petty cash envelopes

Petty cash request forms

I-9s

W-4s

Check Request Forms

Mileage Forms

Accident Reports

Crew Start Paperwork (Union)

Crew Start Paperwork (Non-Union)

Cast Contracts Weekly

Cast Contracts Daily

Cast Deal Memos

Taft Hartley forms

Location Lists

Maps

Call Sheets (Complete)

Exhibit Gs (COMPLETE)

Exhibit Gs (BLANK

PRs COMPLETE

Crew Lists

Day out of Days

Cast List

Box Kit Rental Forms

Confidentiality Agreement Forms

Workman’s Comp Forms

One-Line Schedules

Background (Skins)

Background (photos)

Background (Extra’s Breakdown)

Background Accident Forms

Shooting Schedule

Office Supply Order Forms

Timecards

Walkie Talkie Info

Stunt Contracts Weekly

Stunt Contracts Daily

Loan Out Forms

Car Allowance Forms

Pens

Pencils

Tape (Scotch)

White out

Post-its

Paper (white legal, blue legal, white letter, white letter with 3 hole)

Sharpies (black and red)

Paper clips

Stapler/Staples

2 Hole Punch, 3 Hole Punch

2 Archboards (callsheets and production reports)

Safety Manuals

Football

2 Jump Drives (1 for Callsheets, 1 for PR’s)

Scissors

“Push” stamp (if possible)