

DAILY PRODUCTION REPORT

One report per shoot day. The official record of what got shot, when and by whom.

iFILMthings
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PRODUCTION	DATE	SHOOT DAY _ OF _	REPORT NO.
DIRECTOR	PRODUCER	1ST AD	DP
LOCATION(S)	WEATHER		

TIMES

CREW CALL	SHOOTING CALL	FIRST SHOT	LUNCH (OUT TO IN)
SECOND MEAL	CAMERA WRAP	LAST PERSON OUT	SCHEDULED WRAP

PROGRESS

	SCRIPT TOTAL	BEFORE TODAY	TODAY	TO DATE	REMAINING
Scenes					
Pages					
Screen time					
Setups					

Screen time in minutes:seconds. Pages in eighths. To date = before today + today. Remaining = script total - to date.

SCENES SHOT TODAY

SCENE	SET AND DESCRIPTION	PAGES	SETUPS	SCREEN TIME	STATUS	NOTES

SCENES SCHEDULED	SCENES COMPLETED	PART COMPLETED	
NOT SHOT (MOVED)	ADDED OR RETAKES	CREW COUNT	EXTRAS

MEDIA

CAMERA CARDS / ROLLS	SOUND ROLLS / FILES	BACKUPS AND DELIVERY
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DAILY PRODUCTION REPORT

Cast times, what went wrong, and sign-off.

CAST TIMES

Status: SW start work, W work, WF work finish, SWF start work finish, H hold, T travel, R rehearse

#	CHARACTER	PERFORMER	STATUS	CALL	ON SET	MEAL OUT	MEAL IN	WRAP	NOTES

MEAL PENALTIES

CREW IN OVERTIME (WHO, HOW LONG)

DELAYS AND WHY

what ran long, and by how much

SCENES NOT FINISHED

what's left and where it moves to

INJURIES OR INCIDENTS

write 'None' if none

EQUIPMENT AND DAMAGE

failures, loss, damage, rentals to return

OTHER NOTES

PREPARED BY (NAME, ROLE)

DATE

APPROVED BY (UPM / PRODUCER)

DATE