

DAILY PRODUCTION REPORT

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

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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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