DAILY PRODUCTION REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PREP | BUILD | Rehearsal | **SHOOT** | WRAP/STRIKE |
| NUMBER OF DAYS SCHEDULED: |  |  |  |  |  |
| NUMBER OF ACTUAL DAYS: |  |  |  |  |  |

Film Title: Date of Report : SHOOT DAY       OF

Producer Director

Date Started Scheduled Finish Date Est. Finish Date

Sets shot today:

Locations Shot Today:

Crew Call Shooting First Shot Lunch Til

1st Shot After Lunch 2nd Meal Til Camera Wrap Last Person Out

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SCRIPT SCENES AND PAGES | | | | | MINUTES | | | SETUPS | | | | |
|
|  | SCENES | | PAGES | | Prev. |  | | Prev. | |  | | |
| Script |  | |  | | Today |  | | Today | |  | | |
| Taken Prev. |  | |  | | Total |  | | Total | |  | | |
| Taken Today |  | |  | | **Sound DATS /ROLLS** | | | | | | | | | | | |
| Taken previously |  | |  | | Previous | | | | | | | | | | | |
| To Be Taken |  | |  | | Today | | | | | | | | | | | |
|  |  | |  | |  | | | | | | | | Total | | | |
| Scenes on call sheet:  Scenes shot today:  Scenes that need to be re-scheduled:  Added scenes: | | | | | | | | | | |  | | | | | |
| **DIGITAL STORAGE (Gigabytes)** | | | | | |
| Starting Available | | | | | |
| Downloaded Today | | | | | |
|
|
| Previously Downloaded | | | | | |
|
|
| Total Downloaded | | | | | |
|
|
| Remaining available | | | | | |
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| CAST ‑ WEEKLY & DAY PLAYERS | | | | | | W | H | MAKEUP WDBE. | WORKTIME | | | MEALS | | TRAVEL TIME | | |
| Worked – W Started – S Travel - TR | | Rehearsal R Hold - H | | | Finished - F Test - T | S | F | REPORT ON SET | DISMISS ON SET | |  |  | ARRIVE ON LOC. | LEAVE LOCA-TION |  |
| R | T | OUT | IN | STUNT ADJ. |
| **CAST** | | | | **CHARACTER** | | **TR** | |  |  |
|  | | | |  | |  | |  |  |  | |  |  |  |  |  |
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| XX = N.D. BREAKFAST | | | | | | \* = DISMISS TIME INCLUDES 15 MIN. MAKEUP / WARD. REMOVAL | | | | | | | | | | |
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| ATMOSPHERE TALENT | | | | | | | | | | | | | |
| No. | Rate | 1st Call | Set Dismiss | Final Dismiss | Adj. | MPV | No. | Rate | 1st Call | Set Dismiss | Final Dismiss | Adj. | MPV |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Film Title: Date of Report : SHOOT DAY       OF

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | STAFF & CREW | IN/OUT  OUT OUT OUTOUT | STAFF & CREW | IN/OUT  OUT |  |
|  |  |  |  |  |  |
|  | Production |  | Electric |  |  |
|  | Director: |  | Gaffer: |  |  |
|  | Producer: |  | Best Boy Electric: |  |  |
|  | Unit Production Manager |  | Electrician: |  |  |
|  |  |  | Electrician: |  |  |
|  | 1st Assistant Director: |  | Grip |  |  |
|  | 2nd Assistant Director: |  | Key Grip: |  |  |
|  |  |  | Best Boy Grip: |  |  |
|  | Production Assistant: |  | Company Grip: |  |  |
|  | Production Assistant: |  | Sound |  |  |
|  | Production Assistant: |  | Mixer: |  |  |
|  | Production Assistant: |  | Boom Op: |  |  |
|  | Script Supervisor: |  | Makeup/Wardrobe |  |  |
|  | Locations |  | Key Makeup Artist: |  |  |
|  | Location Manager: |  | Costumer: |  |  |
|  | Camera |  | Catering/Craft Service |  |  |
|  | Director of Photography: |  | Craft Service: |  |  |
|  | 1st Assistant Camera: |  | Lunch Wrangler |  |  |
|  | 2nd Assistant Camera: |  |  |  |  |
|  |  |  |  |  |  |
|  | Digital Asset Manager (DAM): |  |  |  |  |
|  | Art |  | MEALS:*Breakfast: time \_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_ people**Lunch: time \_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_ people* |  |  |
|  | Production Designer: |  | B-fast served at: | For:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | people |
|  | Set Dresser: |  | Lunch served at: \_\_\_\_\_\_ | For: | people |
|  | Art PA: |  |  |  |  |
|  |  |  |  |  |  |
|  | Prop Master: |  |  |  |  |
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| **NOTES: DELAYS. INCIDENTS, ABSENCES, etc.** | | | | | |
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APPROVED BY:

1st Assistant Director:       Unit Production Manager:

Producer      Director: