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 |
|
|
|
|
| CAST ‑ WEEKLY & DAY PLAYERS | W | H | MAKEUPWDBE. | WORKTIME | MEALS | TRAVEL TIME |
| Worked – WStarted – STravel - TR | Rehearsal RHold - H | Finished - FTest - T | S | F | REPORTON SET | DISMISSON SET |  |  | ARRIVEON LOC. | LEAVELOCA-TION |  |
| R | T | OUT | IN | STUNTADJ. |
| **CAST** | **CHARACTER** | **TR** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |       |
|  |  |  |  |  |  |  |  |       |       |       |
|  |  |  |  |  |  |  |  |       |       |       |
|  |  |  |  |  |  |  |  |       |       |       |
|  |  |  |  |  |  |  |  |       |       |       |
| XX = N.D. BREAKFAST | \* = DISMISS TIME INCLUDES 15 MIN. MAKEUP / WARD. REMOVAL |
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| ATMOSPHERE TALENT |
| No. | Rate | 1st Call | Set Dismiss | FinalDismiss | Adj. | MPV | No. | Rate | 1st Call | Set Dismiss | FinalDismiss | Adj. | MPV |
|  |       |  |  |  |       |       |  |       |  |  |  |       |       |

 Film Title: Date of Report : SHOOT DAY       OF

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | STAFF & CREW | IN/OUTOUT OUT OUTOUT | STAFF & CREW | IN/OUTOUT |  |
|       |  |  |  |  |  |
|       | 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: