

PRODUCTION NAME:

DAILY PRODUCTION REPORT

PAGE OF

DATE:

DAY OF

EXEC PRODUCER		RECORDED TIMES FROM TODAY BREAKFAST CREW CALL SCHED. SHOOTING CALL ACTUAL FIRST SHOT LUNCH 1ST SHOT AFTER LUNCH CAMERA WRAP LAST PERSON OUT			
PRODUCER			SCHEDULED	VS	ACTUAL
DIRECTOR				1ST UNIT	
1ST AD				2ND UNIT	
PM				PREP	
DOP				REHEARSAL	
PROD DESIGNER				TRAVEL	
DATE STARTED			HOLIDAY		
SCHEDULED FINISH			TOTAL		

SCENES SHOT						
SCENE	SET	CAST	D/N	PGS	LOCATION	

COVERAGE					SCENES			PAGES		SET UPS	
SCRIPT SUPER:					TODAY		TODAY		TODAY		
	SCENES	PAGES	SETUPS	MINUTES	SCHEDULED		SCHEDULED		SCHEDULED		
SCRIPT TOTAL					SHOTS SCHEDULED BUT NOT SHOT:						
PREV SHOT					COVERAGE NOTES:						
TODAY											
TO DATE											
REMAINING											

CAST TIME LOG														
#	CAST		CHARACTER		WORK SCHEDULE				MEALS		TRAVEL			
	W: WORK	S: START	F: FINISH	H: HOLD	STATUS	M/U REPORT	ON SET	SET WRAP	SET DISMISS	LUNCH IN	LUNCH OUT	PICK UP	ON SET	DROP OFF
	TR: TRAVEL	FT: FITTING	R: REHEARSAL	T: TEST										
1														
2														
3														
4														
5														
6														
7														

EXTRAS / STAND INS					
QTY	NAME	IN	MEAL	OUT	NOTES

EXTRAS / STAND INS					
QTY	NAME	IN	MEAL	OUT	NOTES

ROLLS					
DMT:			CAMERA FORMAT:		
	MASTER		SECONDARY		SOUND
ROLL # / LAST CLIP	MIN	GB	MIN	GB	GB



PRODUCTION NAME:

DAILY PRODUCTION REPORT

DATE:

PAGE OF

DAY OF

POSITION	NAME	IN	OUT
PRODUCTION			
EXECUTIVE PRODUCER			
PRODUCER			
DIRECTOR			
ASSISTANT DIRECTORS			
1ST ASSISTANT DIRECTOR			
3RD ASSISTANT DIRECTOR			
KEY PA			
PA			
PA			
PRODUCTION OFFICE			
PRODUCTION MANAGER			
SCRIPT			
SCRIPT SUPERVISOR			
CAMERA			
DIRECTOR OF PHOTOGRAPHY			
CAMERA OPERATOR			
1ST ASSISTANT CAMERA			
2ND ASSISTANT CAMERA			
DIT			
CRAFT SERVICES			
CRAFT SERVICES			
CRAFT SERVICES			
CATERING			
UNIT PUBLICITY			
UNIT PUBLICIST			
BTS PHOTOGRAPHER			
BTS VIDEOGRAPHER			

POSITION	NAME	IN	OUT
GRIP			
KEY GRIP			
GRIP			
GRIP			
ELECTRIC			
GAFFER			
ELECTRIC			
ELECTRIC			
SOUND			
SOUND RECORDIST			
BOOM OPERATOR			
BOOM OPERATOR			
ART			
PRODUCTION DESIGNER			
ART DIRECTOR			
COSTUME DESIGNER			
ART PA			
ART PA			
HAIR/MAKE UP			
MAKE UP ARTIST			
HAIR			
LOCATIONS			
LOCATION MANAGER			
TRANSPORTATION			
TRANSPORTATION COORD			
DRIVER			
DRIVER			
OTHER			

NOTES/EXPLANATIONS

SIGN OFFS

PRODUCER

PRODUCTION MANAGER

EXECUTIVE PRODUCER





PRODUCTION SIGN IN/OUT FORM

Pg ____ OF ____

PRODUCTION TITLE: _____

DATE: _____

DAY ____ OF ____

NAME	ROLE	TIME IN	TIME OUT	QUESTIONNAIRE RECEIVED





PRODUCTION CREW TEMPERATURE TRACKER

PRODUCTION TITLE: _____

DATE: _____

DAY _____ OF _____

NOTE: A NORMAL TEMPERATURE READING SHOULD BE BETWEEN 97.6 AND 99.6 DEGREES F. A TEMPERATURE AT OR ABOVE 100.4 DEGREES F IS CONSIDERED A FEVER AND THE CREW MEMBER MUST IMMEDIATELY SELF ISOLATE.

NAME	ROLE	MORNING TEMPERATURE	LUNCH TEMPERATURE	APPROVED

I, (NAME) _____ THE (ROLE) _____ ACKNOWLEDGE THAT I HAVE ACCURATELY TAKEN AND LOGGED THE TEMPERATURES OF EACH CAST AND CREW MEMBER ON THIS DATE.

