DAILY PRODUCTION REPORT

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| **Project:** |  | **Day:** |  | **Date:** |  |

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| **Production Office:** |  | **First Shot AM:** |  | **Crew Call:** |  | |
|  |  |  |  |  |  | |
|  |  | Meal 1 In: |  | Meal 1 Out: |  | |
| **P:** | **P:** | Meal 2/Break In: |  | Meal 2/Break Out: |  | |
| **F:** | **F:** |  |  |  |  | |
|  |  |  |  | **Wrap:** |  | |
| **Locations:** | **Production Crew:** |  |  | |  |  |
| **1)** | **Executive Producer:** |  | | | | |
| **2)** | **Producer:** |  | | | | |
| **3)** | **Director:** |  | | | | |
| **4)** | **Production Manager** |  | | | | |
| **5)** | **Production Coordinator:** |  | | | | |
| **6)** | **1st Assistant Director:** |  | | | | |

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| **Cards Used** |  |
| **Previously Shot** |  |
| **Shot Today** |  |
| **Total to date** |  |

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| **Card Number** | **Description** | **Audio Notes** |
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| EQUIPMENT / TECH NOTES: |
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CREW / TALENT:

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| POSITION | NAME | TRAVEL | TIME IN | TIME OUT | OVERTIME | EXPLANATION FOR OT |
| Director |  |  |  |  |  |  |
| Producer |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |
| PC |  |  |  |  |  |  |
| 1st AD |  |  |  |  |  |  |
| 2nd AD |  |  |  |  |  |  |
| DOP |  |  |  |  |  |  |
| Cam Assist |  |  |  |  |  |  |
| Sound |  |  |  |  |  |  |
| Gaffer |  |  |  |  |  |  |
| Key Grip |  |  |  |  |  |  |
| Makeup |  |  |  |  |  |  |
| Wardrobe |  |  |  |  |  |  |
| Set Design |  |  |  |  |  |  |
| Craft |  |  |  |  |  |  |
| PA |  |  |  |  |  |  |
| PA |  |  |  |  |  |  |
| Talent |  |  |  |  |  |  |
| Talent |  |  |  |  |  |  |
| Talent |  |  |  |  |  |  |
| Talent |  |  |  |  |  |  |

DAILY PRODUCTION REPORT

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| --- | --- | --- | --- | --- | --- |
| **Project:** |  | **Day:** |  | **Date:** |  |

RELEASES LOG (Appearance):

|  |  |  |  |
| --- | --- | --- | --- |
| NUMBER | NAME | LOCATION | DESCRIPTION |
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| Any releases missing & why: | | | |

RELEASES LOG (Location):

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| NUMBER | LOCATION | OWNER NAME | DESCRIPTION |
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| Any releases missing & why: | | | |

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| PAYMENTS: (If Applicable) | | |
| **To Whom** | **For What** | **Amount** |
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| CATERING: (If Applicable) | | | | |
|  | **IN** | **OUT** | Meals Ordered |  |
| First Meal |  |  | Plate Count |  |
| Second Meal/Break |  |  | Caterer |  |
| Substantials | 0 X @ | | | |

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| **Comments: Cast, Crew, and Staff Absences & Delays, Pick Up Shots, etc…** |
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On Set Representative Production Manager