|  |  |  |  |
| --- | --- | --- | --- |
| **UTU Digital Film Program**  P: (555) 555-5555  F: (555) 555-5555 | Production Report  *Your Project Name*  DATE | **Day of 1 of 2** | |
| **START DATE:**  **END DATE:** | December 16, 2016  December 21, 2016 |

TIMES:

|  |  |  |  |
| --- | --- | --- | --- |
| **CREW CALL:** |  | **MEAL 2 / BREAK IN:** |  |
| **SHOOT CALL** |  | **MEAL 2 / BREAK OUT:** |  |
| **FIRST SHOT:** |  | **CAMERA WRAP:** |  |
| **MEAL 1 IN:** |  | **CREW WRAP:** |  |
| **MEAL 1 OUT:** |  | **LAST MAN:** |  |

CREW / TALENT TIMESHEET:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| POSITION | NAME | TRAVEL | TIME IN | TIME OUT | OVERTIME | REASON FOR OT |
| DIRECTOR |  |  |  |  |  |  |
| PRODUCER |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |
| PC |  |  |  |  |  |  |
| 1st AD |  |  |  |  |  |  |
| 2nd AD |  |  |  |  |  |  |
| DP |  |  |  |  |  |  |
| CAM ASSIST |  |  |  |  |  |  |
| SOUND |  |  |  |  |  |  |
| GAFFER |  |  |  |  |  |  |
| KEY GRIP |  |  |  |  |  |  |
| ART |  |  |  |  |  |  |
| BOOM OP |  |  |  |  |  |  |
| SCRIPTY |  |  |  |  |  |  |
| AC/DIT |  |  |  |  |  |  |
| PA |  |  |  |  |  |  |
| TALENT |  |  |  |  |  |  |
| TALENT |  |  |  |  |  |  |

MEDIA USAGE:

|  |  |  |  |
| --- | --- | --- | --- |
| **# OF CARDS USED** |  | **SHOT TODAY (GB)** |  |
| **PREVIOUSLY SHOT (GB)** |  | **TOTAL TO DATE (GB)** |  |

|  |  |  |
| --- | --- | --- |
| **CARD NUMBER** | **FOOTAGE DESCRIPTION** | **AUDIO NOTES** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| EQUIPMENT / TECH NOTES: |
|  |
|  |

TALENT RELEASES LOG:

|  |  |  |  |
| --- | --- | --- | --- |
| **NUMBER** | **NAME** | **LOCATION** | **DESCRIPTION** |
|  |  |  |  |
|  |  |  |  |
| **ANY RELEASES MISSING? WHY?** |  | | |

LOCATION RELEASES LOG:

|  |  |  |  |
| --- | --- | --- | --- |
| **NUMBER** | **LOCATION** | **OWNER NAME** | **DESCRIPTION** |
|  |  |  |  |
|  |  |  |  |
| **ANY RELEASES MISSING? WHY?** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **IN** | **OUT** | **MEALS ORDERED:** |  |
| **FIRST MEAL** |  |  | **PLATE COUNT:** |  |
| **SECOND MEAL / BREAK** |  |  | **CATERER:** |  |
| **SUBSTANTIALS** |  | | | |

COMMENTS (absences, delays, pick up shots, etc):

|  |
| --- |
|  |
|  |
|  |



ON SET REPRESENTATIVE PRODUCTION MANAGER