



Daily Production Report Template

Production company		Project name	
Production company address		Shoot day No.	
Contact information		Production start date	
Date		Scheduled production end date	

Lead production crew

Executive producer	
Producer	
Director	
Production manager	
Production coordinator	

Production schedule & call times

Crew call	
Shoot call	
First shot In	
Meal 1 In	
Meal 1 Out	

Meal 2/Break In	
Meal 2/Break Out	
Camera wrap	
Crew wrap	
Last Man	

Scenes

Scene & page	Set & description	Delays or accidents	Location	Cast members

Location

Locations used	Description	Owner & contact	Payment

Crew timesheet

Position	Name	Time in	Time out	Travel	Overtime	Explain reasons for OT

Talent timesheet

Name	Role	Travel	Time in	Time out	Overtime	Explain reasons for OT

Media

Cards used	
Previously shot	
Shot today	
Total to date	

Card No.	Description	Audio notes

Equipment

Description	Technical notes

Expenses

Description	Quantity	Amount

Report prepared by: _____

Signature: _____

Production manager: _____

Signature: _____

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