GRANARY DIGITAL

Daily production report

Fill it in during the day, check it at wrap and send it the same night

1. Header

Production title	
Production company	
Director and producer	
Shoot day (e.g. 2 of 3)	
Date	
Call time	
Wrap time	
Completed by	

2. Scenes shot and missed

Scene	Set-up	Status	Start	Wrap	Minutes	Reason or notes
Example: 5	*1*	*Missed*				*Presenter's lav battery failed at 14:10, replacement fitted at 15:20. Lost 70 minutes.*

Scenes shot	**0**
Scenes part shot	**0**
Scenes missed	**1**
Shooting minutes logged	**0**

3. Meals

Meal	Start	Finish	Minutes	Notes		
Lunch						

4. Cast and crew times

Name	Role	Department	In	Out	Hours	Overtime and notes
Example: A. Name	*Presenter*	*Talent*	*8:00*	*18:00*	*10.00*	*Overtime 1 hour, agreed by the producer*

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				Total hours	**10.00**	

5. Camera, sound and equipment

Cards, rolls or files used	
Material lost or unusable	
Equipment hired in	
Equipment late or damaged	

6. Incidents

Accident, theft, weather or other incident (or write none)	

7. Sign-off

Sent to (names)	
Sent at (time)	
Checked by (UPM or AD)	

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One sheet for each shoot day, filled in during the day

How to use this template

1. Before the call, copy the header from the call sheet, and list the scheduled scenes in the order of the shooting schedule.
2. Log each scene's start and wrap time as it happens, not from memory. Rounded times are where small errors creep in.
3. At each meal, record the time against each person's name in the cast and crew table.
4. At wrap, mark each scene Shot, Part or Missed. Every missed scene needs a reason in the notes column.
5. Collect the figures from the heads of camera, sound, lighting and grip before you leave, and note any kit that came back late or damaged.
6. Send the report that night to more than one person, so the production office can check it before the next call.

The example rows show how to fill a line in. Overwrite them before you use the counts and totals, because those count every row in the table.

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