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# Day details

Header for the report. Copy it to each day's file.

| Field | Entry | Notes |
|---|---|---|
| **Production title** | | *[title as on the call sheet]* |
| **Production company** | | *[company name]* |
| **Director** | | *[name]* |
| **Script supervisor** | | *[your name]* |
| **Shoot date** | | *[dd/mm/yyyy]* |
| **Shoot day number** | | *[for example: Day 2 of 5]* |
| **Unit** | | *[main unit, second unit or pick-up]* |
| **Location and address** | | *[set and address, with the room or area]* |
| **Camera kit** | | *[camera letters or names, and the bodies used]* |
| **Report sent to** | | *[production manager or first AD, and the editor]* |
| **Report issued (date and time)** | | *[dd/mm/yyyy, hh:mm]* |



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# Scene log

One row per shot. Status is Complete, Incomplete or Not shot.

| Scene | Shot | Description | Status | Reason if not complete | Takes shot | Circled take | Why circled (if not the last take) | Camera | Lens | Roll or card no. | Continuity note (take and detail) | VFX or stunt note |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| *12* | *12A* | *Example: Conversation at kitchen table* | *Complete* | | *4* | *3* | *Performance right, eye-line holds* | *A* | *35 mm* | *A004* | *Cup on the left, not the right (take 3). Continuity photo taken before take 4. Line dropped take 2.* | *None* |
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| Scene | Shot | Description | Status | Reason if not complete | Takes shot | Circled take | Why circled (if not the last take) | Camera | Lens | Roll or card no. | Continuity note (take and detail) | VFX or stunt note |
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| Scene | Shot | Description | Status | Reason if not complete | Takes shot | Circled take | Why circled (if not the last take) | Camera | Lens | Roll or card no. | Continuity note (take and detail) | VFX or stunt note |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
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|---|---|
| Total takes shot | 4 |
| Scenes not complete | 0 |

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# Cast on set

Enter call and wrap times as hh:mm. Hours on set calculate themselves.

| Cast member | Character | Called | Wrapped | Hours on set | Notes (costume, make-up, late or early) |
|---|---|---|---|---|---|
| *Example: Ana Reyes* | *Sofia* | *08:30* | *13:30* | *5:00* | *Make-up 40 minutes before call. Costume change after take 2 of 12A.* |
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| Cast member | Character | Called | Wrapped | Hours on set | Notes (costume, make-up, late or early) |
|---|---|---|---|---|---|
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| Total on set | 5:00 |
|---|---|

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# Script supervisor's daily report

The end of day record for production and the editor. Fill it in during the day, not from memory at wrap.

## How to use this template

1. Fill in the Day details tab once for each shoot day: production, date, shoot day number, unit and location.
2. Log each scene on the Scene log tab as it starts, not at lunch. A scene that started and stopped is still a scene to record.
3. After each take, write the take number and the outcome before the next setup. Note any changed or dropped line on the same row.
4. Circle one take per shot with the director. If the circled take is not the last one, write the reason in the 'Why circled' column.
5. Check the card or roll number against the camera report at the end of each setup.
6. On the Cast on set tab, enter the call and wrap times. The hours on set and the total calculate themselves.
7. At wrap, check every scene on the schedule has a status, then send the report to production the same day.
8. The row marked Example shows one complete entry. Overwrite it, or delete it, before you use the sheet.



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