GRANARY DIGITAL

Sound report

Production, roll, timecode and notes for every take the recordist captures.

Production		**Date**	
Location		**Recordist**	
Frame rate (fps)	*Set this first. Durations fill in from it.*	**Roll**	

No.	Roll	Scene	Shot	Take	TC in	TC out	Duration (s)	Microphones	Format	Circled	Notes
Example	*2*	*14*		*3*	*01:12:04:10*	*01:13:21:02*		*Lav on presenter*	*As requested by editor*	*Yes*	*Clean. Slight rustle at 0:40 from the jacket. Good for the edit from line 6.*

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No.	Roll	Scene	Shot	Take	TC in	TC out	Duration (s)	Microphones	Format	Circled	Notes

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No.	Roll	Scene	Shot	Take	TC in	TC out	Duration (s)	Microphones	Format	Circled	Notes

Total duration of takes (seconds)	**0.00**
Takes circled	**0**

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Sound report template

One line per take. Fill it in after each take, while the timecode and take number are fresh.

How to use this template

1. Enter the production, location and your name in the header. Then set the frame rate in cell C7, using the rate you shot at. Durations are worked out from it, so leave it until you know.
2. On each line, write the roll number as it appears on the card, folder or recorder.
3. After each take, fill in the scene, shot and take number. Write the timecode in and out before you start the next setup.
4. Type timecode as hh:mm:ss:ff, for example 01:12:04:10. Keep the colons, so the frame count is kept.
5. Note the microphones used, such as a lav on the presenter. In Format, write the sample rate and bit depth the editor asks for.
6. Set Circled to Yes for the takes the director has chosen. In Notes, say plainly what was good and where any fault sits, such as rustle at 0:40.
7. Check the totals at the foot of the sheet, then save the file and send it to the editor with the files.
8. The grey italic line on the Sound report sheet is an example. Replace it with your first take. The totals start from the line below it, so the example never adds to them.

Notes

Editors search by timecode, not by title. Write it every time.

A report written at the end of the day is usually wrong in small details. Write it on the day.

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