

PRODUCER'S WEEKLY PRODUCTION REPORT

Production Title:		Prod. #:	
Dates:		Director:	
Producer:		DP:	
Mentor:		Editor:	

Was the Art Dept., Wardrobe dept. and Hair & M/U ready on time for each scene? Yes No

If not, why? _____

Was the camera and sound department ready on time for each scene? Yes No

If not, why? _____

On Budget? Were there any budget surprises? Yes No

If not, why? _____

On Schedule? (Missing any scenes? Did you break for lunch on time? Breakfast ready on time?) Yes No

If not, why? _____

Safety meeting held? Where? _____

How was it working with your cast? _____

Minors or animals? How was it dealing with them? _____

All paperwork complete on time and turned in? Yes No

If not, when will they be complete? _____

Loss & Damage? _____

Amount of footage shot first and second weekend? _____

Major problems, concerns, or questions? _____

What should you have been better prepared for? _____

What will you do differently next weekend? _____

Petty Cash receipts turned in? Yes No

If not, why? _____

Was the equipment returned in proper working order? Yes No

If not, why? _____

Did sound and film get turned in on time? Yes No

If not, why? _____

