DAILY PRODUCTION REPORT

One per shoot day. The 1st AD or safety lead fills it out at wrap; the producer signs it. Keep them with the production plan, and send a photo to your instructor if anything went wrong. There's an Excel version too.

THE DAY

Film title		**Production number**	
Date		**Shoot day (__ of __)**	
Director		**Producer**	
1st AD or safety lead		**Location(s)**	
Weather		**Nearest hospital**	

TIMES

	Scheduled	Actual	Notes
Crew call			
Safety meeting			
First shot			
Meal break (start–end)			
Second meal			
Camera wrap			
Last person out			

Limits: ☐ Day under 12 hours ☐ Meal within 6 hours of call ☐ 12 hours off before the next call

Template from the LACC Cinema & Television Producer's Toolkit (lacccinematv.com/toolkits/producer/documents). Plain-language guidance for student productions, not legal advice. Not an agreement with LACC or the Los Angeles Community College District.

SCENES

Scene	Description	Pages	Setups	Shot?
				☐ Done ☐ Part ☐ No
				☐ Done ☐ Part ☐ No
				☐ Done ☐ Part ☐ No
				☐ Done ☐ Part ☐ No
				☐ Done ☐ Part ☐ No
				☐ Done ☐ Part ☐ No

Total pages scheduled / shot: _____

PEOPLE

Cast name	Character	Call	Wrap	Meal

Crew on set (count): _____

Visitors or extras (count): _____

SAFETY

Safety meeting held: ☐ Yes ☐ No

Today: ☐ No incidents ☐ Near miss ☐ Injury (Accident & Injury Report attached)

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Special circumstances today and how they went: *Stunts, water, heights, fog, vehicles, animals, minors.*

GEAR, MEDIA AND LOCATION

Gear problems or damage:

Media: ☐ Cards backed up to 2 drives ☐ Backups checked ☐ Cards not wiped until verified

Media wrangled by: _____

Location: ☐ Left as we found it ☐ Before and after photos ☐ Filming notices taken down

Complaints, delays and why:

NEXT SHOOT DAY

Date, call time and location: _____

SIGN-OFF

	Name	Signature	Date
1st AD or safety lead			
Producer			