EDITOR’S WEEKLY POST PRODUCTION REPORT

NAME ____________________________ DATE _______________________
MENTOR __________________________
PRODUCTION TITLE __________________ TRT: _______ PROD. # _______

What have you accomplished in the past week? Any concerns?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What will you accomplish this week? Any concerns?
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________________________________________________________________________
________________________________________________________________________

What do you hope to accomplish in the week to come? Any concerns?
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________________________________________________________________________
________________________________________________________________________

Additional comments or concerns?
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________________________________________________________________________
________________________________________________________________________

What stage of POST PRODUCTION are you at today?
Dailies in? ☐ YES ☐ NO Dailies synched? ☐ YES ☐ NO

Screenings: DATE _______________ TIME _______________ LOCATION _______________
What are you working on for SOUND this week?
Dialog ☐ ADR ☐ Foley ☐ EFX ☐ B/G’s ☐ Music ☐

What have you completed for SOUND so far?
Dialog ☐ ADR ☐ Foley ☐ EFX ☐ B/G’s ☐ Music ☐