### PRODUCER’S WEEKLY POST-PRODUCTION REPORT

<table>
<thead>
<tr>
<th>Production Title:</th>
<th>Prod. #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Dates:</td>
<td>Director:</td>
</tr>
<tr>
<td>Producer:</td>
<td>DP:</td>
</tr>
<tr>
<td>Mentor:</td>
<td>Editor:</td>
</tr>
</tbody>
</table>

Has all equipment, props, set dressing, wardrobe, etc. been accounted for and returned?  
[ ] Yes  [ ] No  
If not, why?  ____________________________________________________________  

______________________________________________________________  

Are dailies all in?  [ ] Yes  [ ] No  
If not, why?  ____________________________________________________________  

______________________________________________________________  

Are they synched up?  [ ] Yes  [ ] No  
If not, why?  ____________________________________________________________  

______________________________________________________________  

Are you on picture schedule so far?  [ ] Yes  [ ] No  
If not, why?  ____________________________________________________________  

______________________________________________________________  

Have you met with a composer and cleared any music you are using as source?  
[ ] Yes  [ ] No  
If not, why?  ____________________________________________________________  

______________________________________________________________  

Are all of your expense reports in?  [ ] Yes  [ ] No  
If not, why?  ____________________________________________________________  

______________________________________________________________  

Are you on budget/is it actualized?  [ ] Yes  [ ] No  
If not, why?  ____________________________________________________________  

______________________________________________________________  

---

**College of DuPage**

Motion Picture/Television
Are your credits finished? □ Yes □ No
If not, when will they be complete? __________________________

At what stage are you in for your Marketing-Research Screening? Be very specific.

Mix report; how is it going and who attended? __________________________

Who is attending cut screenings? __________________________

What are your biggest concerns at this point with how the film is cutting together? __________________________

Have you put copyright notices and logo on the end credit crawl of film? □ Yes □ No
If not, why? __________________________

How well is everyone working together in post? __________________________

Are your cast tapes done/when will they be done? □ Yes □ No
If not, why? __________________________

What has been the biggest challenge so far in post?
____________________________
____________________________
____________________________
____________________________