# PRODUCER’S WEEKLY PRODUCTION REPORT

<table>
<thead>
<tr>
<th>Production Title:</th>
<th>Prod. #:</th>
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<tbody>
<tr>
<td>Dates:</td>
<td>Director:</td>
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<tr>
<td>Producer:</td>
<td>DP:</td>
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<tr>
<td>Mentor:</td>
<td>Editor:</td>
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**Was the Art Dept., Wardrobe dept. and Hair & M/U ready on time for each scene?**

- Yes
- No

If not, why? [Insert comments here]

**Was the camera and sound department ready on time for each scene?**

- Yes
- No

If not, why? [Insert comments here]

**On Budget? Were there any budget surprises?**

- Yes
- No

If not, why? [Insert comments here]

**On Schedule? (Missing any scenes? Did you break for lunch on time? Breakfast ready on time?)**

- Yes
- No

If not, why? [Insert comments here]

**Safety meeting held? Where?**

[Insert comments here]

**How was it working with your cast?**

[Insert comments here]

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

[Insert comments here]
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?