

Daily Production Checklist



Motion Picture & Television Production Technology Program

DATE: _____ DAY _____ OF _____

General

- _____ Production Report
- _____ Call Sheet
- _____ Set-Up Schedule
- _____ Crew Sign-In Sheet
- _____ Meal Sign-In Sheet
- _____ Walkie Sign-Out Sheet

Camera Dept.

- _____ Camera Report
- _____ Daily Raw Stock Log
- _____ Lab Service Request (Y / N)
- _____ Special DP Addendum (Y/ N)
- _____ FedEx Airbill (Y/ N)
- _____ Film Order Form (if ordered)

Sound Dept.

- _____ Sound Report

Continuity

- _____ Daily Progress Report
- _____ Daily Continuity Log
- _____ Daily Editor's Log
- _____ Lined Script & Notes

Waivers and Releases

- _____ On Camera Releases
- _____ Performance Agreements
- _____ Waivers of Liability
- _____ Vendor Agreements
- _____ Location Agreements
- _____ Picture Car Agreements
- _____ Crew Deal Memos

Additional Notes: