Daily production report

Blank template

Project _____	**Revision** _____	**Prepared by** _____
Shoot day _____	**Approver** _____	

Day closeout

Day	Date	Time	Scene	Location	Action	Status

Working notes

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Daily production report

Last Ferry / Fictional short film

Project	Revision	Prepared by
Last Ferry	01	Nina Vale
Shoot day	**Approver**	
1 · 2026-11-20	Nina Vale	

Day closeout

Day	Date	Time	Scene	Location	Action	Status
1	2026-11-20	13:30	2	INT. Harbour workshop	Mara finds the key beside the recorder.	Ready
1	2026-11-20	18:20	3	EXT. Ferry pier	The last ferry leaves the pier.	Ready
1	2026-11-20	19:30		EXT. Ferry pier	Wrap	Confirmed

Working notes

Scenes 2 and 3 completed. The 2B insert took one extra setup. Backup copied and spot-checked before the crew left.