NIGHT DESK (SAMPLE) | DAILY PRODUCTION REPORT

Fictional sample production - illustrative end-of-day report.

Date: 10/26/26
Start date: 10/26/26
Production company: WKRL (sample)
Finish date: 11/2/26

ROLE #	ACTOR	CHARACTER	STATUS	CALL TIME	MEAL IN	MEAL OUT	WRAP	TOTAL HRS
2	Jane Doe	MARA	SW	8:55 AM	—	—	12:50 PM	3:55
1	John Doe	ELI	SWF	9:10 AM	—	—	12:55 PM	3:45

W – Work (actor is working); R – Rehearsal; SW – Start (actor's first day of paid work); WF – Finish (actor's last day of paid work); SWF – Start and finish

SCRIPT TOTALS	SCENES
Total in script	7
Previous	0
Today	4
Total to date	4
To be recorded	3

SCENES SCHEDULED TODAY	FULL SCENES COMPLETED TODAY
1, 2, 4, 5	1, 2, 4, 5
PARTIAL SCENES COMPLETED TODAY	**SCENES RESCHEDULED, ADDED, OMITTED**
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NOTES/INCIDENTS

Talent arrived at 8:55 AM PDT — Jane Doe.

Talent arrived at 9:10 AM PDT — John Doe.

1st break 10:30–10:40 AM PDT

Wrap 12:55 PM PDT

All scheduled dialogue recorded. Pickups checked before wrap. Day 2 remains scheduled for June, Announcer and the final scenes.

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