

# Day File Checklist

The following original items should be in the day file folder for each day. Not necessarily in this order.  
Each Day File should be marked with the Day Number, Date, Day of Week, Shooting Location and Shooting Unit Number.  
**Revision originals are to be on white paper with the revision color copy paper-clipped behind.**

**IF YOU REMOVE SOMETHING, BE SURE TO REPLACE IT ASAP!**

- Original Production Report
- SAG 'Exhibit G' Paperwork
- Unapproved Production Report (from AD Staff) (Handwritten)
- Sound Report
- Sound Purchase Order
- Camera Reports
- Camera Purchase Order
- Daily Film Inventory
- Daily Medic Record Sheet
- Copies of any Medic Worker's Comp. Report Paperwork
- Studio Wrap Report
- Script Supervisors Report (copy)
- Cutter's Log (copy)
- Lined Script Pages (copy)
- Catering Report
- Skins from Extra's Casting
- Weather Information
- Call Sheet & any Revisions
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Checked by: \_\_\_\_\_ at end of show on \_\_\_\_\_.