Pre-Production Meeting (PPM) Report

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| Production Name: |  |
| Director: |  | Producer / Production manager: |  |
| Date: |  | Time: |  | Location: |  |
| Meeting No. |  | Next Meeting: |  |
| Date: |  | Time: |  | Location: |  |

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| **REQUIRED CREW** |
| **Name** | **Position** | **Tardy** | **Excused Absence** | **Unexcused Absence** |
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1. Ideas
2. Timelines
3. Issues

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| **MEETING AGENDA****NOTES** |
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| **General Brief or Script**  |
|  |
| **Set** | **Talent** |
|  |  |
| **Lighting** | **Sound** |
|  |  |
| **Crew** | **Technical**  |
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