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