

Pre-Production Meeting (PPM) Report



Production

Name: _____

Producer /
Production

Director: _____ manager: _____

Date: _____ Time: _____ Location: _____

Meeting No. _____ Next Meeting: _____

Date: _____ Time: _____ Location: _____

REQUIRED CREW

Name	Position	Tardy	Excused Absence	Unexcused Absence

1. Ideas
2. Timelines
3. Issues

MEETING AGENDA

NOTES

General Brief or Script	
Set	Talent
Lighting	Sound
Crew	Technical

