[ORGANISATION NAME]

[Address] [Phone] [Email]

Creative Studio Daily Production Report

Project / client ref: _____ Date: _____

Producer: _____ Delivery milestone: _____

Asset / deliverable	Stage	Version / location	Owner / next action

Review and approvals

Feedback received / approval still required: _____

Change request and impact: _____

Production close

Outstanding assets / dependencies: _____

Next day priorities / producer sign off: _____