CONTINUITY REPORT

Per scene and take. One sheet for each scene shot; add a sheet when the takes run over.

PRODUCTION	EPISODE	DATE	SHOOT DAY	SCRIPT SUPERVISOR

SCENE	I/E	SET	D/N	STORY DAY	SCRIPT PAGE	SHEET

PAGES	SCRIPT TIMING	ACTUAL TIMING	CAST IN SCENE

ACTION IN THE SCENE

CONTINUITY ITEMS (TICK WHEN MATCHED; NOTE HAND, SIDE, LEVEL AND THE STILLS TAKEN)

CAST: POSITION, ACTION, EYELINE

- ☐
- ☐
- ☐

VEHICLES

- ☐
- ☐
- ☐

PROPS

- ☐
- ☐
- ☐

EFFECTS: SFX AND WEATHER

- ☐
- ☐
- ☐

WARDROBE

- ☐
- ☐
- ☐

OTHER

- ☐
- ☐
- ☐

MAKEUP AND HAIR

- ☐
- ☐
- ☐

STILLS TAKEN

SETUPS

SETUP	CAM	SIZE	LENS	MOVEMENT	SCREEN DIRECTION	DESCRIPTION

TAKES

Status: INC incomplete · FS false start · NG no good · PU pickup · REH rehearsal · circled take written (3)

SETUP	TAKE	CIRCLED	STATUS	TC IN	TC OUT	TIME	CAM ROLL	SND ROLL	NOTES

SCRIPT SUPERVISOR'S DAILY REPORT

The day's times, the scenes credited and the running totals, for production and editorial.

PRODUCTION	EPISODE	DAY __ OF __	DATE	SCRIPT REVISION

DIRECTOR	DIRECTOR OF PHOTOGRAPHY	1ST ASSISTANT DIRECTOR	SCRIPT SUPERVISOR

PRODUCTION TIME LOG

EVENT	TIME
Crew call	
First shot	
Lunch	
Back from lunch	
First shot after lunch	
Second meal	
Back from second meal	
First shot after second meal	
Camera wrap	
Company move	

TOTALS

	SCENES	PAGES	TIME	SETUPS
Previous				
Today				
Total to date				
Remaining				
Script				

Total to date = previous + today. Remaining = script – total to date. Time is screen time (min:sec). Pages in eighths.

CAMERA ROLLS TODAY	SOUND ROLLS TODAY

SCENES CREDITED TODAY

SCENE	SET	PAGES	TIME	COMPLETE	PARTIAL

WILD TRACKS AND ROOM TONE

NO.	WILD TRACK OR ROOM TONE	SCENE	DETAILS	SOUND ROLL	LENGTH

LINES WITH NO COVERAGE	OWED (PICKUPS, INSERTS, WILD LINES)

WEATHER

NOTES

EDITOR'S LOG

Every take, in shooting order, with circled takes and notes for editorial.

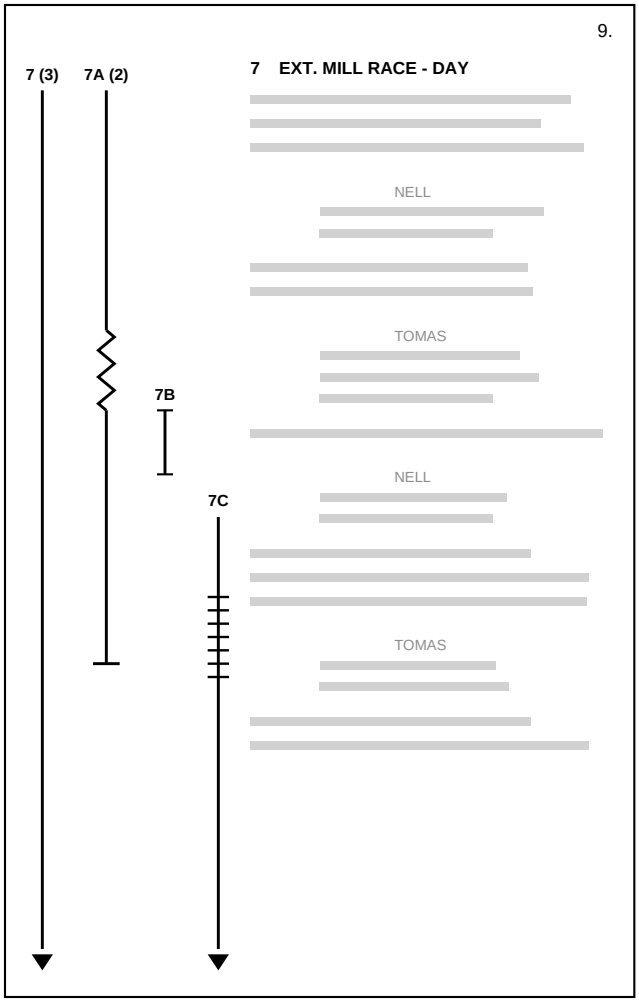
PRODUCTION	EPISODE	DATE	SHOOT DAY	SCRIPT SUPERVISOR	SCRIPT REVISION

Status: INC incomplete · FS false start · NG no good · PU pickup · REH rehearsal · circled take written (3)

SCENE	SETUP	TAKE	STATUS	TC IN	TC OUT	TIME	CAM ROLL	SND ROLL	LENS	SHOT / DESCRIPTION	NOTES

LINED SCRIPT KEY AND LEGEND

How the coverage lines on a lined script read, and the codes used on these reports.



A lined page (example)

ON CAMERA
A straight line runs down the margin over every line the setup covers, top to bottom.



OFF CAMERA
The line goes wavy over the speech of a character who is heard but not seen in that setup.



DIRTY
Short bars across the line: on camera, but seen past someone in the foreground.



TUCKED: INSERT OR SHORT PIECE
A short stub with its span bracketed, so long scenes keep room for the main lines.



SETUP ENDS
A short bar across the foot of the line marks the last line covered.



CONTINUES
An arrowhead at the foot of the page: the setup carries on over the page.



ONE LINE PER CAMERA
With several cameras covering different stretches, each camera gets its own line, lettered A, B.



SETUP LABEL AND CIRCLED TAKES
Above each line: the setup (7A) and its circled takes in brackets, (2).

CODES ON THE TAKE LOG, EDITOR'S LOG AND CONTINUITY REPORT

TAKE STATUS

(3)	Circled take (print)
INC	Incomplete
FS	False start
NG	No good
PU	Pickup
REH	Rehearsal

SHOT SIZES

EWS	Extreme wide shot
WS	Wide shot
FS	Full shot
MWS	Medium wide shot
MS	Medium shot
MCU	Medium close-up
CU	Close-up
ECU	Extreme close-up
OTS	Over the shoulder
POV	Point of view
2-SHOT	Two people in frame
INSERT	Detail of an object or action
AERIAL	From the air

CAMERA MOVEMENT

Static	Locked off
Pan / Tilt	Turns on the head
Dolly in / out	Moves toward or away
Track	Moves alongside
Crane	Rises or falls
Handheld	On the operator
Steadicam	Stabilised, worn
Gimbal	Stabilised, held
Zoom	Lens zoom
Drone	Flown

SCREEN DIRECTION AND PAGES

L to R	Moving left to right
R to L	Moving right to left
To camera	Toward the lens
Away	Away from the lens
2 3/8	Pages in eighths
Time	Screen time, min:sec
TC	Timecode, hh:mm:ss:ff

Facing pages: the page opposite each lined page lists its setups, takes and circled takes, with line changes marked LINE CHANGE and other notes marked NOTE. A blank facing page follows.

FACING PAGE

Faces the lined script page: what was shot on it, by setup.

PRODUCTION	SCRIPT PAGE	SCENE(S)	DATE	SCRIPT SUPERVISOR

SETUP	CAM	SIZE	LENS	DESCRIPTION AND ACTION	TAKES	CIRCLED	NOTES

LINE CHANGES AND NOTES

☐ LINE CHANGE ☐ NOTE _____

☐ LINE CHANGE ☐ NOTE _____

☐ LINE CHANGE ☐ NOTE _____

☐ LINE CHANGE ☐ NOTE _____

☐ LINE CHANGE ☐ NOTE _____

☐ LINE CHANGE ☐ NOTE _____

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