

Free Sound Report Template

CINEVIEW COMMUNITY RESOURCES · ORIGINAL EDITABLE TEMPLATE

Record takes, tracks, files and notes for post-production.

Project: _____ Date: _____ Version / owner: _____

Slate and take

File and recorder reference

Slate / take	File / tracks	Mic / notes / room tone

Details, checks and handover

Track and microphone assignment

Room tone and editorial notes

Action / open question	Owner	Due / completed

How to use this template

Record track assignments and usable room tone. Note interruptions for the editor; match the slate and take naming used by the camera department.

Complete project identifiers first. Duplicate log rows or pages as needed, keep a dated version and share the current copy with the relevant team. These documents are optional to share with Cineview; tell the studio your space, dates and equipment requirements.

Use and limits

Free to adapt for your production. Keep the website credit when sharing the unchanged template. Educational planning aid, not legal, financial or safety advice. Check facts and permissions for your project, protect personal information and obtain competent professional input where needed.