

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
TRAINING PLAN**

Position:	2nd Assistant Director
------------------	--

1	Keeping performers updated on scenes and changes
2	Liaison between cast and 1st AD
3	Constant communication with the production office regarding, cast, crew, call sheets and all other production requirements
4	Help coordinate with the 3 rd AD that all elements, including cast, crew, extras are ready at the beginning of the day and help supervise wrap with the 3 rd AD
5	Prepare the call sheet at the end of each day with call times, names and any necessary changes
6	Communicate relevant issues to do with cast to the 1st AD and director
7	Communicate with cast: help take care of their needs and concerns
8	Prep schedules, preparing and coordinating distribution of them and all other relevant paper work with the production office
9	Transmit information between cast, crew, the director and all other departments as necessary
10	Making calls to cast and crew with any changes to their call times etc and making sure they have all the necessary paper work needed for their job

Agreed to and acknowledged this _____ day of _____, 20_____.

<i>Mentor Initial</i>	<i>Trainee Initial</i>

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
MENTOR COMPLETION FORM**

Mentor Name	
Mentor Position	
Trainee Name	
Trainee Position	2nd Assistant Director

I, _____ agreed to undertake mentorship activities with regard to the above-referenced trainee in the referenced position. With regard to the training activities undertaken, I provide the following assessment:

	Function	Activity Code	Assessment Code
1	Keeping performers updated on scenes and changes		
2	Liaison between cast and 1st AD		
3	Constant communication with the production office regarding, cast, crew, call sheets and all other production requirements		
4	Help coordinate with the 3 rd AD that all elements, including cast, crew, extras are ready at the beginning of the day and help supervise wrap with the 3 rd AD		
5	Prepare the call sheet at the end of each day with call times, names and any necessary changes		
6	Communicate relevant issues to do with cast to the 1st AD and director		
7	Communicate with cast: help take care of their needs and concerns		
8	Prep schedules, preparing and coordinating distribution of them and all other relevant paper work with the production office		
9	Transmit information between cast, crew, the director and all other departments as necessary		
10	Making calls to cast and crew with any changes to their call times etc and making sure they have all the necessary paper work needed for their job		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

U: Unsatisfactory Performance **M:** Trainee met required standards **E:** Trainee exceeded standards

