

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

**Position:** **AD 3<sup>rd</sup> Assistant Director**

1	Keeping performers updated on scenes and changes
2	Keeping track of cast schedules as they go through wardrobe, makeup, hair and onto set
3	Signing them in and out
4	Distribute scripts and script changes after shooting has started
5	Prepare daily production report at end of day
6	Distribute, collect and approve extra requisitions and vouchers
7	Liaison between the Cast and 1 <sup>st</sup> AD and/or 2 <sup>nd</sup> AD of set
8	Facilitate transportation of equipment and personnel
9	Coordinate with AD department that all elements, including cast, crew, extras are ready at the beginning of the day, and supervise the wrap on location and/or studio
10	Transmit information between cast and crew
11	Communicate relevant information from Production Office to set and vice versa
12	Organize background performers and extras
13	Cueing actors as necessary
14	Locking up set during a take (restricting noise and movement)
15	Script revisions and sides
16	All other paperwork

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	<b>AD 3<sup>rd</sup> Assistant Director</b>

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:

	<b>Function</b>	<b>Activity Code</b>	<b>Assessment Code</b>
1	Keeping performers updated on scenes and changes		
2	Keeping track of cast schedules as they go through wardrobe, makeup, hair and onto set		
3	Signing them in and out		
4	Distribute scripts and script changes after shooting has started		
5	Prepare daily production report at end of day		
6	Distribute, collect and approve extra requisitions and vouchers		
7	Liaison between the Cast and 1 <sup>st</sup> AD and/or 2 <sup>nd</sup> AD of set		
8	Facilitate transportation of equipment and personnel		
9	Coordinate with AD department that all elements, including cast, crew, extras are ready at the beginning of the day, and supervise the wrap on location and/or studio		
10	Transmit information between cast and crew		
11	Communicate relevant information from Production Office to set and vice versa		
12	Organize background performers and extras		
13	Cueing actors as necessary		
14	Locking up set during a take (restricting noise and movement)		
15	Script revisions and sides		
16	All other paperwork		

**Activity Code:**

**I:** Introductory Only

**P:** Performed Function

**Assessment Codes:**

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

