

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

Position:	AD Trainee Assistant Director
------------------	--------------------------------------

1	Keeping performers updated on scenes and changes
2	Keeping track of all cast
3	Keeping batteries charged in all walkies
4	Keeping track of all crew walkies
5	Transmit information between cast and crew
6	Communicate relevant information from Production Office to the set and vice versa
7	Organize background performers and extras
8	Cueing actors as necessary
9	Locking up set during a take (restricting noise and movement)
10	Script revisions and sides
11	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	AD Trainee 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	Keeping track of all cast		
3	Keeping batteries charged in all walkies		
4	Keeping track of all crew walkies		
5	Transmit information between cast and crew		
6	Communicate relevant information from Production Office to the set and vice versa		
7	Organize background performers and extras		
8	Cueing actors as necessary		
9	Locking up set during a take (restricting noise and movement)		
10	Script revisions and sides		
11	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

