

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

Position:	Art Department Coordinator
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1	Coordinate and oversee the communications and procedure between relevant departments (set dec., props, construction) via memos, etc.
2	Ensure time sheets are filled in and delivered on time
3	Maintaining art department budget
4	Handling and accounting for the department's petty cash
5	Clearing and gaining copyright for specific products/books for the production
6	Clearing and gaining copyright for product placement for the production
7	Researching specific periods of history and filling out proper forms
8	Assist in the printing process
9	Coordinate all rentals of equipment, computers and software
10	Gather and maintain inventory of props
11	Ensuring the successful return of props when production wraps

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	Art Department Coordinator

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	Coordinate and oversee the communications and procedure between relevant departments (set dec., props, construction) via memos, etc.		
2	Ensure time sheets are filled in and delivered on time		
3	Maintaining art department budget		
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Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

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

