

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

Position:	Assistant Production Manager
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1	Basic understanding of PM's duties to coordinate, facilitate and oversee prep and execution of production
2	Establish filing system and responsibilities of trainees
3	Prepare or coordinate the preparation budget
4	Assist in preparation of production to ensure continuing efficiency
5	Assess transportation and housing needs of cast and crew and plan accordingly
6	Establish good working relationship with all depts.
7	Assist in making equipment deals, hire crew.
8	Assist in negotiating union variances.
9	Coordinate completion of the Production
10	Report for each day's work, showing work covered and status of production, and arrange for distribution of reports in line with Producer's requirements
11	Coordinate the securing of releases and negotiations for locations
12	Coordinate the engaging of all production unit personnel
13	Maintain liaison with local authorities regarding locations and operation of the production
14	Obtain authorization of overtime for cast and crew.
15	Coordinate and prepare, in conjunction with the Production Accountant, the weekly cost report and payroll
16	Ensure all production staff have been paid and have supplied necessary residency forms
17	Collect and coordinate budgets and collect paperwork from all departments
18	Ensure all suppliers have been paid

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	Assistant Production Manager

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	Basic understanding of PM's duties to coordinate, facilitate and oversee prep and execution of production		
2	Establish filing system and responsibilities of trainees		
3	Prepare or coordinate the preparation 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

