

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

<b>Position:</b>	<b>Associate Producer</b>
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1	Attend production meetings which relate to Business Affairs of the production
2	Communicate legal, insurance and interim financing issues
3	Draft agreements and financial documents
4	Assist the Producer in management of weekly inflow requirements
5	Supervision of rights and clearances and product placement activity
6	Liaison with investors, interim lender, completion guarantor, legal council and broadcaster on behalf of Producer
7	Review cash flow, relating the inflow to estimated draw down times in investor agreements
8	Provide interim lender with documentation relating to the project
9	Track deliverables related to interim lender
10	Review interim financier generated agreements with legal counsel and provide feedback
11	Supervision of assigned and unassigned payments
12	Attend all meetings/conference calls relating to the interim financing line
13	Provide Completion Guarantors with start up package of documentation relating to project
14	Track deliverables related to the Completion Bond
15	Review Completion Guarantor generated agreements with legal council and provide feedback
16	Circulate agreements for signature
17	Complete General Liability, Entertainment Package & Errors and Omissions Insurance application forms
18	Circulate and organize all insurance documentation
19	Complete certificates as insurance requirements arise during production
20	Attend all meetings/conference calls relating to the Guarantee & Insurance
21	Review long form agreements and provide notes
22	Circulate agreements for signature
23	Send and track deliverable requirements
24	Invoice for draw downs and liaise with broadcasters/investors on delivery matters and inflow
25	Draft and submit CAVCO Part A & Part B applications
26	Draft and submit CRTC application
27	Draft and submit SFETC application
28	Track deliverable requirements to CAVCO, CRTC and SFETC

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>Associate Producer</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	Attend production meetings which relate to Business Affairs of the production		
2	Communicate legal, insurance and interim financing issues		
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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

	<b>Function</b>	<b>Assessment Code</b>
	Possessed understanding of set protocol	
	Possessed understanding of set safety	
	Possessed effective communications skills	
	Possessed positive attitude and behavior	
	Demonstrated team-working skills	
	Was able to work independently	
	Demonstrated organizational and time management skills	
	Exhibited desire for continuous learning	

<b>Closing Comments</b>

I acknowledge that the above comments, in whole or in part, may be shared between the SaskFilm, the producer, applicable government departments, applicable unions/guilds and the Trainee.

Mentor Signature: \_\_\_\_\_