

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

Position:	Camera 2nd Assistant
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1	Preps and tests camera package to ensure their camera is ready prior to load in
2	Take inventory of equipment
3	Organize the camera truck
4	Operates clapboard at the beginning of each shot in correct location.
5	Works with Continuity on takes
6	Works well with the Camera Operator
7	Works with 1 st Asst Camera handling and replacing film magazine
8	Communicates relevant information with Production Manager (i.e. special equipment or additional film stock required, etc.)
9	Maintenance and protection of equipment (camera, lens, filters, magazines, tripods, mounts)
10	Maintenance and organization of the camera truck
11	Keep inventory of materials/supplies i.e. filmstock
12	Inventory of how much filmstock is used and still available
13	Ensures raw stock is stored in proper climate and conditions
14	Keeps film magazines loaded and ready as needed
15	Keeps track of remaining stock and footage within mags
16	Completes camera reports for the production office, editors, and labs i.e. take lengths, how much film is left in the camera, type of shot
17	Coordinate all shipping of filmstock to and from production office
18	Return all rental equipment in good condition and ensuring that inventory matches up
19	Ensure that camera reports and film inventory match up at the end of production

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	Camera 2nd Assistant

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
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