

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

Position:	Casting Assistant
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1	Assisting Casting Director
2	Contact agents for actor availability
3	Organize tapes and headshots
4	Presentation of tapes in meetings with Director
5	Organize/conduct auditions and open calls
6	Book times for auditions
7	Prepare sides for talent auditions
8	Book room & camera operator
9	Set-up and wrap casting room
10	Act as a reader if necessary
11	Work with young actors (children prepped for meetings with Director)
12	Draft agreements between the production and the talent (i.e. deal memos, ACTRA paperwork)
13	Collect signed deal memos and distribution

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	Casting 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
1	Assisting Casting Director		
2	Contact agents for actor availability		
3	Organize tapes and headshots		
4	Presentation of tapes in meetings with Director		
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13	Collect signed deal memos and distribution		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

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

