

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

Position:	Casting Director
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1	Answering phones and addressing all concerns from the public and production staff
2	Accepting resumes and headshots from talent
3	Photocopy resumes and headshots from talent
4	Maintain filing system and database of actor's resumes
5	Get breakdown of cast and have it approved by the Producer/Director
6	Sent breakdown to all agents
7	Go through submissions/resumes and select the talent for the project
8	Attend weekly meetings with Producer and Director to discuss upcoming shows
9	Present Director with submissions/resumes
10	Select actors to be used
11	Discuss such topics as: sides needed for auditions or how many extras needed
12	Book times for auditions
13	Prepare sides for talent auditions
14	Book room and camera operator for day(s)
15	Set up and wrap casting room
16	Act as reader if needed
17	Follow up all paper work – fax in ACTRA forms after audition is finished
18	Sending over the latest version of the script to the talent
19	Drafting all the agreements between the production and the talent(s) i.e. deal memos, ACTRA paperwork
20	Coordinate the on set tutor for child actors
21	Liaison between 3 AD, child actors and children's respective parents

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 Director

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	Answering phones and addressing all concerns from the public and production staff		
2	Accepting resumes and headshots from talent		
3	Photocopy resumes and headshots from talent		
4	Maintain filing system and database of actor's resumes		
5	Get breakdown of cast and have it approved by the Producer/Director		
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20	Coordinate the on set tutor for child actors		
21	Liaison between 3 AD, child actors and children's respective parents		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

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

