

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

Position:	Costume Designer Assistant
------------------	-----------------------------------

1	Breakdown costume requirements for each character
2	Attend meetings with Producers, Director and Production Designer
3	Begin to create and overall look for the show
4	Design costumes for each character
5	Develop budget for the show
6	Produce renderings of each costume
7	Source and purchase special items, fabrics and rentals
8	Contact local costume houses for supplies
9	Design items for specialty costumes
10	Make alterations and/or additions if needed
11	Involved in the fitting of each costume
12	Daily dressing of talent
13	Supervision and maintenance of costumes
14	On set continuity
15	Supervise wardrobe personnel
16	Clean and return all rental pieces
17	Ensure proper storage of all costumes
18	Conduct "garage sale" if needed
19	Get the final budget/paperwork to the Production Manager

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	Costume Designer 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	Breakdown costume requirements for each character		
2	Attend meetings with Producers, Director and Production Designer		
3	Begin to create and overall look for the show		
4	Design costumes for each character		
5	Develop budget for the show		
6	Produce renderings of each costume		
7	Source and purchase special items, fabrics and rentals		
8	Contact local costume houses for supplies		
9	Design items for specialty costumes		
10	Make alterations and/or additions if needed		
11	Involved in the fitting of each costume		
12	Daily dressing of talent		
13	Supervision and maintenance of costumes		
14	On set continuity		
15	Supervise wardrobe personnel		
16	Clean and return all rental pieces		
17	Ensure proper storage of all costumes		
18	Conduct "garage sale" if needed		
19	Get the final budget/paperwork to the Production Manager		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

U: Unsatisfactory Performance

M: Trainee met required standards

E: Trainee exceeded standards

