

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

Position:	Costumer
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1	Knowledge of how the actions in prep and in the shop prepare the department for the set
2	Paperwork: General film terminology and specific costume terminology, truck costumer books, extra costumer books, set supervisor continuity forms, structures and books, plot forms, tag writing, labeling, organizing the truck kit, stocking the extras costumes, inventory and sizing.
3	Alterations and costume maintenance: sewing on flashes, working on costumes, cast laundry and its specific requirements.
4	Learning about other departments and how they interact with Costume both off and on set
5	Recognize how the paperwork, forms and continuity sheets are implemented and maintained on an ongoing basis
6	Observe proper etiquette and protocol to be used with the cast, Director and other crew members
7	Understand the inter-relationship between the On-Set Costumer Supervisor and the Key Costumer and how to execute both their needs with harmony and professional courtesy
8	Learn to dress the background and learn the importance of this position to set the mood and overall tone of the whole production
9	Learn how to inter-relate with key departments such as: Hair, Make-up and A.D.'s.
10	Learn and understand appropriate use and etiquette with walkies
11	Learn from Extra's costumer how to style a look and read the call sheet in relation to the Extra's required changes
12	Learn from the truck costumer how to set rooms, prepare clothes for camera, alter garments on set, and how to run a tidy, efficient costume truck.
13	Practice and understand techniques in Dyeing, Breakdown, Aging and Blood.
14	Organize and sort through costumes for next season on a series
15	Do any necessary cleaning and maintenance for costumes
16	Take inventory and prepare for costume sale if necessary
17	Proper storage of costumes

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	Costumer

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	Knowledge of how the actions in prep and in the shop prepare the department for the set		
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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

	Function	Assessment Code
	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	

Closing Comments

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: _____