

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

Position:	DOP
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1	Review production schedule
2	Choose camera package
3	Choose grip and electric package
4	Conduct lens and camera tests
5	Attend and contribute to questions arising from tech survey
6	May conduct make-up/hair tests
7	Deal with blocking of talent in regards to Director's shot list
8	Lens selection based on camera set-up
9	Framing of individual shots
10	Selection of filters
11	Lighting of scenes
12	Continuity with camera
13	Review rushes
14	Wrap of camera package
15	Return of camera package (if borrowed)

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	DOP

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	Review production schedule		
2	Choose camera package		
3	Choose grip and electric package		
4	Conduct lens and camera tests		
5	Attend and contribute to questions arising from tech survey		
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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: _____