

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

<b>Position:</b>	<b>Director Trainee</b>
------------------	-------------------------

1	Story meeting(s) to discuss script with story editor and/or producer
2	First production meeting to convey Director's ideas to department heads for discussion and implementation
3	Work with location manager and director to discuss and lock locations
4	Casting session(s) to audition actors, in a television series, the casting session would pertain to characters who are not already cast
5	Ongoing meetings with cinematographer, production designer, or art director, wardrobe designer, property master, and make-up artist
6	Meeting with the effects house to discuss any special computer effects or animation
7	Meetings with the extras casting director to discuss background performers needs for the production
8	Ongoing discussions with the assistant director regarding scheduling of the production, the time allotment for each scene, background performer needs, booking special grip and camera equipment
9	Read-through and/or rehearsals with actors
10	Technical survey, which is attended by all department heads
11	The final production meeting (if required).
12	Directorial planning and breakdown of the shooting script
13	Plotting the camera angles and composition within the frame.
14	Participation in determining requirements of the set, costumes, make-up, props, etc. for their proper directorial perspective and mechanical functioning
15	Directing the action of all performers
16	Directing the dialogue as well as pre-recording and post-recording of dialogue
17	Directorial supervision of the duties of the entire crew during rehearsal and shooting periods
18	Making such script changes as necessary, within his/her jurisdiction for proper audiovisual presentation of the production
19	The right to the "first cut" or "Director's Cut". The Director shall participate in consideration about the utilization of trick shots, process plates, inserts, montages, miniatures, transparencies, background, stock material, optical devices, glass and matte shots
20	The "rough cut" screening and the process the Director and editor go through to achieve a "Director's Cut"
21	Whenever possible, any computer effects and animation that will be incorporated into the film
22	Whenever possible, any audio session that the Director would normally attend including music and effects spotting session, ADR sessions, and final mixes

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	<b>Director Trainee</b>

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:

	<b>Function</b>	<b>Activity Code</b>	<b>Assessment Code</b>
1	Story meeting(s) to discuss script with story editor and/or producer		
2	First production meeting to convey Director's ideas to department heads for discussion and implementation		
3	Work with location manager and director to discuss and lock locations		
4	Casting session(s) to audition actors, in a television series, the casting session would pertain to characters who are not already cast		
5	Ongoing meetings with cinematographer, production designer, or art director, wardrobe designer, property master, and make-up artist		
6	Meeting with the effects house to discuss any special computer effects or animation		
7	Meetings with the extras casting director to discuss background performers needs for the production		
8	Ongoing discussions with the assistant director regarding scheduling of the production, the time allotment for each scene, background performer needs, booking special grip and camera equipment		
9	Read-through and/or rehearsals with actors		
10	Technical survey, which is attended by all department heads		
11	The final production meeting (if required).		
12	Directorial planning and breakdown of the shooting script		
13	Plotting the camera angles and composition within the frame.		
14	Participation in determining requirements of the set, costumes, make-up, props, etc. for their proper directorial perspective and mechanical functioning		
15	Directing the action of all performers		
16	Directing the dialogue as well as pre-recording and post-recording of dialogue		
17	Directorial supervision of the duties of the entire crew during rehearsal and shooting periods		

	<b>Function</b>	<b>Activity Code</b>	<b>Assessment Code</b>
18	Making such script changes as necessary, within his/her jurisdiction for proper audiovisual presentation of the production		
19	The right to the "first cut" or "Director's Cut". The Director shall participate in consideration about the utilization of trick shots, process plates, inserts, montages, miniatures, transparencies, background, stock material, optical devices, glass and matte shots		
20	The "rough cut" screening and the process the Director and editor go through to achieve a "Director's Cut"		
21	Whenever possible, any computer effects and animation that will be incorporated into the film		
22	Whenever possible, any audio session that the Director would normally attend including music and effects spotting session, ADR sessions, and final mixes		

**Activity Code:**

I: Introductory Only

P: Performed Function

**Assessment Codes:**

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

	<b>Function</b>	<b>Assessment Code</b>
	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: \_\_\_\_\_