

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

|                  |                       |
|------------------|-----------------------|
| <b>Position:</b> | <b>Hair Assistant</b> |
|------------------|-----------------------|

|    |   |
|----|---|
| 1  | Understand the shooting schedule and call sheet   |
| 2  | Using the shooting schedule and call sheet prepare a hair plan for each day   |
| 3  | Researching hair styles/periods   |
| 4  | Knowing when to go in for final touches   |
| 5  | Liaise with AD Department to know when talent should be camera ready, when to do scene touches and to schedule the hair dressing call time for talent |
| 6  | Coordinate talent w/make-up & wardrobe  |
| 7  | Reading the script to breakdown the hair styles needed  |
| 8  | Meeting with Director and Producer to discuss what their vision for the character may be  |
| 9  | Daily organization of hair  |
| 10 | Work with wigs and extensions if needed   |
| 11 | Dye, cut, perm or curl hair if necessary  |
| 12 | Taking polaroids and notes so hair matches from scene to scene  |
| 13 | Setting and maintaining hair styles   |
| 14 | Working with Script Supervisor to maintain continuity   |

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>Hair Assistant</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  | Understand the shooting schedule and call sheet   |                      |                        |
| 2  | Using the shooting schedule and call sheet prepare a hair plan for each day   |                      |                        |
| 3  | Researching hair styles/periods   |                      |                        |
| 4  | Knowing when to go in for final touches   |                      |                        |
| 5  | Liaise with AD Department to know when talent should be camera ready, when to do scene touches and to schedule the hair dressing call time for talent |                      |                        |
| 6  | Coordinate talent w/make-up & wardrobe  |                      |                        |
| 7  | Reading the script to breakdown the hair styles needed  |                      |                        |
| 8  | Meeting with Director and Producer to discuss what their vision for the character may be  |                      |                        |
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| 10 | Work with wigs and extensions if needed   |                      |                        |
| 11 | Dye, cut, perm or curl hair if necessary  |                      |                        |
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| 13 | Setting and maintaining hair styles   |                      |                        |
| 14 | Working with Script Supervisor to maintain continuity   |                      |                        |

**Activity Code:**

**I:** Introductory Only

**P:** Performed Function

**Assessment Codes:**

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

