

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

Position:	Line Producer Intern
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1	Movie Magic software
2	Union dispensation
3	Financing structure
4	Salary negotiations
5	Schedule planning
6	Delegation of duties
7	Organizing casting calls
8	Negotiating with cast
9	Scheduling cast/contracts
10	Breakdown expenses
11	Approving expenses
12	Reporting to producers
13	Daily scheduling/approval of call sheets
14	Approving daily expenses and reconciling budget
15	Solving crew and cast problems
16	Negotiating Post – sound
17	Negotiating Post – video
18	Scheduling Post for Broadcasters delivery
19	Setting up insurance plans
20	Negotiating insurance rates
21	Filing insurance claims
22	Explaining tax credits and breaking down possible amounts
23	Application to CAVCO to CANCON standards
24	Follow up with tax credits

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	Line Producer Intern

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	Movie Magic software		
2	Union dispensation		
3	Financing structure		
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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

