

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

Position:	Assistant Locations Manager
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1	Organize parking and set up of "Circus" (trucks, honey-wagon, generator, etc.)
2	Facilitation of equipment into building
3	Supervision of Set
4	Script breakdown
5	Photographic presentation
6	File presentation
7	Department breakdown
8	Personnel breakdown
9	Time management of personnel
10	Scheduling duties
11	Management of Set Security
12	Giving location details to security
13	Scheduling security
14	Road Lock-up Organization
15	Set up traffic safety
16	Rotation of Production Assistants
17	Locations Rep for home owners and surrounding areas
18	Public relations with onlookers and traffic
19	Manage neighborhood noise levels - Construction crews – city and private
20	Manage neighborhood noise levels - Dogs and neighbors

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	Assistant Locations Manager

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	Organize parking and set up of "Circus" (trucks, honey-wagon, generator, etc.)		
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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

