

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

Position:	Make-Up Assistant
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1	Understand the shooting schedule and call sheet
2	Using the schedule and call sheet to prepare a make-up plan for each day
3	Researching make-up 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 by scene touches and to schedule the make-up call time for talent
6	Coordinate talent with hair and wardrobe
7	Reading the script to breakdown make-up as required
8	Meeting with Director and Production Designer to discuss their vision
9	Meeting actors in morning at pre-call
10	Under direction from Key put make-up on actors
11	Keep brushes and other tools clean
12	Keeping actor clean
13	Keeping make-up station clean
14	Taking polaroids and notes on make-up to ensure all matches from scene to scene
15	Final touches
16	Working w/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	Make-Up Assistant

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	Understand the shooting schedule and call sheet		
2	Using the schedule and call sheet to prepare a make-up plan for each day		
3	Researching make-up 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 by scene touches and to schedule the make-up call time for talent		
6	Coordinate talent with hair and wardrobe		
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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

