

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

Position:	Producer
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1	Budget preparation
2	Movie Magic software
3	Financing structure
4	Hire crew
5	Manage salary negotiations
6	Schedule planning
7	Delegate duties
8	Organize casting calls
9	Negotiate with cast
10	Schedule cast/contracts
11	Cost reporting
12	Break down and approval of expenses
13	Report to Producers
14	Daily scheduling and approval of call sheets
15	Approve daily expenses and reconcile budget
16	Solve crew and cast problems
17	Negotiate post - Sound
18	Negotiate post - Video
19	Schedule post for broadcaster delivery
20	Set up insurance plan
21	Negotiate insurance rates
22	File insurance claims
23	Explain tax credits and breaking down possible amounts
24	Application to CAVCO for CANCON Standards
25	Follow up with tax credit

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	Producer

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	Budget preparation		
2	Movie Magic software		
3	Financing structure		
4	Hire crew		
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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

