

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

Position:	Production Assistant Production Coordinator
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1	Understand duties to facilitate prep and execution of production
2	Assist Production Coordinator with all tasks
3	Assist in prep to ensure efficiency
4	Help PC in acquiring accommodations
5	Help prepare welcome binders for cast and crew
6	Establish good working relationship with all depts.
7	Trouble-shoot office equipment
8	Help create contact lists
9	Assist in answering phones
10	Pick up morning goodies
11	Help distribute Safety Binders
12	Collect paperwork from all departments and assist PC to complete production paperwork
13	Work with all departments on the return of all the equipment rentals and expendable returns
14	Assist with the transportation return of all cast and crew
15	Assist the boxing up all production files

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	Production Assistant Production Coordinator

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 duties to facilitate prep and execution of production		
2	Assist Production Coordinator with all tasks		
3	Assist in prep to ensure efficiency		
4	Help PC in acquiring accommodations		
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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

