

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

Position:	Props Assistant
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1	Breakdown script for props requirements
2	Learn what to expect/responsibilities/Production meetings
3	Research
4	Organize all relevant paperwork
5	Assist in locating and purchasing/renting all props
6	Identify problem props and difficult builds
7	Budgeting, cost estimates
8	Collating scripts in colours
9	Working with Accounting by learning how to maintain and handle petty cash
10	Tracking all costs in relation to budget
11	Maintaining good notes and continuity photos
12	Utilization of On-Set Dresser
13	Working closely with Director to ensure all items are approved
14	Maintaining good relationship with 1 st AD and assessing what may be required
15	Follow set protocol when working
16	Maintaining Kit
17	Understanding the proper tools and equipment needed for props
18	Organization on set and preparing all prop pieces to be "camera ready"
19	Dealing with last minute changes
20	Oversee and return all of the rental pieces
21	Assist in cleaning and fixing damaged pieces
22	Ensure that all suppliers are satisfied with returned items
23	Taking inventory and evaluating remaining stock items
24	Assist with submitting final budget/paperwork to the Production Manager

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	Props 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	Breakdown script for props requirements		
2	Learn what to expect/responsibilities/Production meetings		
3	Research		
4	Organize all relevant paperwork		
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