

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

Position:	Publicity EPK Trainee
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1	Breaking down script for EPK (Electronics Press Kit)
2	Planning segments to include in "Behind the Scenes" for the DVD
3	Proper operation of DV camera, lighting, sufficient coverage, etc.
4	Planning and executing camera angles and composition
5	Keeping accurate records of shoots
6	Working with the rest of the crew
7	Working with the edition on sequencing
8	Helping with continuity
9	Ensuring proper credit and clearances

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	Publicity EPK Trainee

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	Breaking down script for EPK (Electronics Press Kit)		
2	Planning segments to include in "Behind the Scenes" for the DVD		
3	Proper operation of DV camera, lighting, sufficient coverage, etc.		
4	Planning and executing camera angles and composition		
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8	Helping with continuity		
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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

	Function	Assessment Code
	Possessed understanding of set protocol	
	Possessed understanding of set safety	
	Possessed effective communications skills	
	Possessed positive attitude and behavior	
	Demonstrated team-working skills	
	Was able to work independently	
	Demonstrated organizational and time management skills	
	Exhibited desire for continuous learning	

Closing Comments

I acknowledge that the above comments, in whole or in part, may be shared between the SaskFilm, the producer, applicable government departments, applicable unions/guilds and the Trainee.

Mentor Signature: _____