

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

<b>Position:</b>	<b>Set Dec Trainee</b>
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1	Locate and purchase/rent all set decorations
2	Prepare all set dec pieces to be "camera ready"
3	Organize all relevant paperwork
4	Learn how to maintain and handle petty cash
5	Creation of a set decorator's "tool kit"
6	Assist in the organization of the set dec for dressing procedure
7	Follow set protocol when set dressing
8	Follow set protocol when wrapping the set
9	Understanding the proper tools and equipment needed for a Set Decorator
10	Help oversee the return of all rental pieces
11	Assist in cleaning and fixing damaged pieces
12	Ensure that all suppliers are satisfied with returned items
13	Assist Set Decorator in submitting final budget/paperwork to the PM

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	<b>Set Dec Trainee</b>

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:

	<b>Function</b>	<b>Activity Code</b>	<b>Assessment Code</b>
1	Locate and purchase/rent all set decorations		
2	Prepare all set dec pieces to be "camera ready"		
3	Organize all relevant paperwork		
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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

