

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

<b>Position:</b>	<b>Sound Assistant</b>
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1	Run cables to and from set
2	Maintenance and inventory of cables
3	Familiarity with rigging cables on trailers and insert cars for tow shots
4	Familiarity with equipment
5	Organization and maintenance of sound truck
6	Perform boom op duties if 2 <sup>nd</sup> boom is needed
7	Familiarity with cables, rigging, mics, ladders
8	Test transmitters and all receivers daily
9	Organize the distribution and retrieval of comteks to Director, Script Supervisor and anyone else
10	All batteries are charged and ready for shoot days
11	Inventory on where batteries are and order more if needed
12	Set up and operate playback system if required
13	Set up and operate any additional equipment
14	Do all paperwork i.e. sound dept. time sheets, petty cash reports
15	Liaise with other departments if needed
16	Troubleshoot with engineer & boom operator any recording situations, difficult equipment etc

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>Sound Assistant</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	Run cables to and from set		
2	Maintenance and inventory of cables		
3	Familiarity with rigging cables on trailers and insert cars for tow shots		
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16	Troubleshoot with engineer & boom operator any recording situations, difficult equipment etc		

**Activity Code:**

**I:** Introductory Only

**P:** Performed Function

**Assessment Codes:**

**U:** Unsatisfactory Performance    **M:** Trainee met required standards    **E:** Trainee exceeded standards

