

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

| | |
|------------------|-------------------------------------|
| Position: | Story Department Coordinator |
|------------------|-------------------------------------|

| | |
|---|---|
| 1 | Distribute scripts and revisions to all cast and crew |
| 2 | Ensure all broadcasters, financiers, etc. receive the necessary scripts and revisions in a timely fashion |
| 3 | Attend production meetings and take note of all script changes |
| 4 | Organize production scripts to keep track of all revisions |
| 5 | Photocopy, collate and distribute scripts |
| 6 | Understand the writing process up until production (from blurbs to 2 nd drafts) |
| 7 | Understand the writing process during production (creation of production versions of scripts through to shooting scripts) |
| 8 | If series, become familiar with all scripts currently in production and characteristics of specific series scripts |

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**

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|------------------|-------------------------------------|
| Mentor Name | |
| Mentor Position | |
| Trainee Name | |
| Trainee Position | Story Department 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 | Distribute scripts and revisions to all cast and crew | | |
| 2 | Ensure all broadcasters, financiers, etc. receive the necessary scripts and revisions in a timely fashion | | |
| 3 | Attend production meetings and take note of all script changes | | |
| 4 | Organize production scripts to keep track of all revisions | | |
| 5 | Photocopy, collate and distribute scripts | | |
| 6 | Understand the writing process up until production (from blurbs to 2 nd drafts) | | |
| 7 | Understand the writing process during production (creation of production versions of scripts through to shooting scripts) | | |
| 8 | If series, become familiar with all scripts currently in production and characteristics of specific series scripts | | |

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: _____