

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

Position:	Story Editor Trainee
------------------	-----------------------------

1	Understand how not to overwrite dialogue
2	Understand how to keep script direction clear and minimal
3	Provide feedback and notes on script
4	Assist in punching up scripts (adding or improving lines of dialogue and/or jokes)
5	Look for possible cuts in scripts to bring them to time
6	Edit and proofread drafts for mistakes, typos and format inconsistencies
7	Read existing outlines and suggest possible story beats or cuts
8	Makes suggestions as to how cast can be added to story lines or scenes
9	Make suggestion how to rewrite a scene if the location or cast changes
10	Attend production meetings and take note of all script changes
11	Organize production scripts to keep track of revisions
12	Possible write or rewrite a draft of a scene, addressing staff notes
13	Assist with the photocopying, collating and distribution of scripts
14	Assist the script coordinator in their duties

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	Story Editor 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	Understand how not to overwrite dialogue		
2	Understand how to keep script direction clear and minimal		
3	Provide feedback and notes on script		
4	Assist in punching up scripts (adding or improving lines of dialogue and/or jokes)		
5	Look for possible cuts in scripts to bring them to time		
6	Edit and proofread drafts for mistakes, typos and format inconsistencies		
7	Read existing outlines and suggest possible story beats or cuts		
8	Makes suggestions as to how cast can be added to story lines or scenes		
9	Make suggestion how to rewrite a scene if the location or cast changes		
10	Attend production meetings and take note of all script changes		
11	Organize production scripts to keep track of revisions		
12	Possible write or rewrite a draft of a scene, addressing staff notes		
13	Assist with the photocopying, collating and distribution of scripts		
14	Assist the script coordinator in their duties		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

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

