

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

<b>Position:</b>	<b>Transportation Coordinator</b>
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1	Organize and schedule the pre-production tech survey
2	Organize and maintain filing system for all paperwork
3	Schedule pick up for all rental or leased vehicles
4	Interview and hire department personnel
5	Schedule personnel
6	Coordinate picture vehicles (if need)
7	Schedule all pick up of cast/crew
8	Schedule transport based on production schedule
9	Schedule and coordinate daily crew moves
10	Communicate closely with department personnel
11	Return all leased and rental vehicles
12	Maintain good working relationships - all vehicles are in satisfactory condition
13	Assist in the de-rigging of the trucks
14	Submitting final budget/paperwork to the Production Manager

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>Transportation Coordinator</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	Organize and schedule the pre-production tech survey		
2	Organize and maintain filing system for all 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

