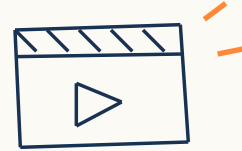




A WORKING NOTEBOOK FOR YOUR SCREEN CAREER

YOUR NEXT FRAME.



Building Your Career in Canadian Film & Television

Make a plan. Try it. Scribble. Come back.

Eight practical modules. Room for your own ideas, questions and next steps. Your online workbook saves as you go; this PDF is a snapshot you can keep, print or share when you choose.

This workbook belongs to

Your path through the course

- ☐ 01 Map your route into film & TV
- ☐ 02 Find your role and build trust
- ☐ 03 Turn an idea into a pitch
- ☐ 04 Plan the team and the shoot
- ☐ 05 Match your project to funding
- ☐ 06 Build a budget that adds up
- ☐ 07 Put equity and access into practice
- ☐ 08 Connect with audiences and plan your next step



MODULE 01 / IN PROGRESS

Map your route into film & TV

Identify a realistic next step, distinguish the organizations that can help, and make an industry map.

Make your industry map

1. Write one goal you could make progress on within 30 days.
2. Choose the project stage or department closest to that goal.
3. Find two relevant organizations using their official information. Record their roles, links and the date checked.
4. Write one specific question for each organization.
5. Name one next action, a date and the evidence that will show you completed it.

My 30-day goal and relevant stage or department

DOODLE A CONNECTION





Try it in your own words.



Use your project or a fictional practice example. It is fine to revise your answers.

Two organizations: role, official link and date checked

My specific questions and next action

A useful draft should show...

A useful map links the goal to two relevant sources and ends with an action you control. 'Get discovered' is an outcome you cannot control; 'prepare a sample and request feedback' is an action you can.



MODULE 02 / IN PROGRESS

Find your role and build trust

Connect a transferable skill to a production role and clarify expectations before accepting work.

Create your skills profile and role checklist

1. Choose one production department to research.
2. Write a three-sentence skills statement: skill, evidence, learning need.
3. List six questions you would ask before accepting a role.
4. Practise one conversation about a changed priority or an unclear responsibility.
5. Revise any claim you could not support with an example.

My department and three-sentence skills statement

DOODLE A CONNECTION





Try it in your own words.

Use your project or a fictional practice example. It is fine to revise your answers.



Evidence I can share and the permission or ownership basis

Questions about responsibilities, supervision, terms and concerns

A useful draft should show...

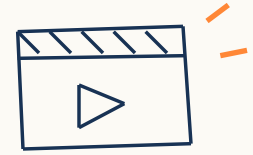
The statement is specific and truthful. The questions cover role, supervision, payment, hours and a concern/reporting contact.



Write a logline and short synopsis, explain the next milestone and revise your pitch using feedback.

1. Choose narrative or documentary and state the format.
2. Write a one-sentence logline or documentary proposition.
3. Write a synopsis of approximately 200–300 words.
4. Explain the audience, visual approach, current stage and next ask.
5. Deliver or share a 60-second pitch, record one feedback point and revise.

Try it in your own words.



Use your project or a fictional practice example. It is fine to revise your answers.

Short synopsis, audience and visual approach

My next ask, feedback received and revision

A useful draft should show...

A reader can explain the story or question, identify the audience and understand the next development step. Confirmed facts and ambitions are distinguishable.



MODULE 04 / IN PROGRESS

Plan the team and the shoot

Create a scene breakdown, draft schedule and risk register, and understand the handover into post-production.

Build a first production pack

1. Choose one short scene and list its people, place, props, sound and access requirements.
2. Create a draft sequence of preparation and shooting tasks.
3. Write a practice call sheet using fictional contact information.
4. List three risks, actions, owners and decision points.
5. Add a media-backup and post-production handover checklist. Ask a peer to identify missing information.

Scene breakdown and questions to resolve

DOODLE A CONNECTION



Try it in your own words.



Use your project or a fictional practice example. It is fine to revise your answers.

Draft schedule and practice call-sheet information

Three risks, owners and actions; media/post handover plan

A useful draft should show...

The pack makes requirements visible, includes access and sound, names responsibility for changes and identifies what needs professional confirmation.



MODULE 05 / IN PROGRESS

Match your project to funding

Compare funding opportunities, separate confirmed and pending resources, and build a realistic application and fallback plan.

Create an eligibility and financing pack

1. Compare three opportunities: applicant, format, stage, eligible costs, deadline, official source and date checked.
2. Mark requirements yes, no or unclear and record evidence or a question.
3. For the best fit, list required documents with an owner and due date.
4. Create a financing table separating confirmed cash, pending applications and in-kind support.
5. Write a fallback and explain how scope, costs and schedule change.

Three opportunities and eligibility evidence or unresolved questions

DOODLE A CONNECTION



Try it in your own words.

Use your project or a fictional practice example. It is fine to revise your answers.



Application document tracker and financing sources with status

Cash-timing concerns and a costed fallback

A useful draft should show...

The selected opportunity fits the applicant and project; pending money stays pending; the application checklist and fallback are concrete.



MODULE 06 / IN PROGRESS

Build a budget that adds up

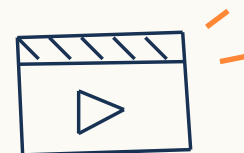
Calculate line items, state assumptions, reconcile totals and identify financing and cash-timing gaps.

Build and reconcile your cost sheet

1. Open the account-detail groups in the production budget above. Choose your own project or adapt the fictional short-film example.
2. Replace quantities, units and rates with researched assumptions or quotes. Select labour additions only where they apply and record missing costs.
3. Review the section totals, the contingency basis and the gross budget. Export the top sheet and detail as a PDF.
4. Record confirmed cash, pending funding and the unfunded amount separately. Explain any difference between the production budget and financing plan.
5. Prepare a payment schedule and identify the earliest cash shortfall. Describe the scope, timing or financing change you would make.

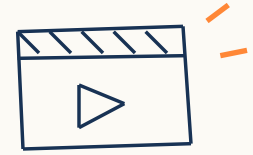
Which assumptions, rates, quotes and missing costs need checking in my production budget?

DOODLE A CONNECTION





Try it in your own words.



Use your project or a fictional practice example. It is fine to revise your answers.

My confirmed funding, pending funding and timing risks

The budget change I would make first, and why

A useful draft should show...

The numbers reconcile. Every example rate is clearly an assumption. Financing status and timing are visible, with an action for any shortfall.



MODULE 07 / IN PROGRESS

Put equity and access into practice

Identify a participation barrier and create an access action with a budget, owner and feedback method.

Write an access action plan

1. Choose a real or fictional barrier in recruitment, participation or decision-making.
2. Describe one practical change and who it is intended to support.
3. Assign a responsible person, resources, deadline and confirmation step.
4. Describe a suitable route for concerns and a way to assess the action.
5. Check that the activity does not require unnecessary personal disclosure.

Barrier, proposed change and who it is intended to support

DOODLE A CONNECTION

A large rectangular box with a blue border for doodling. To the right of the box is a small icon of a document with a checkmark and two orange lines above it, indicating a connection or completion.

Try it in your own words.



Use your project or a fictional practice example. It is fine to revise your answers.

Owner, budget or resources, deadline and confirmation step

Feedback route, privacy considerations and how I will review the result

A useful draft should show...

The plan changes a specific decision, names responsibility and resources, and provides a respectful way to check whether the arrangement helped.



MODULE 08 / IN PROGRESS

Connect with audiences and plan your next step

Choose a stage-appropriate audience pathway, prepare a delivery checklist and make a realistic 90-day plan.

Create your release or development roadmap

1. State your current stage and one audience or career goal.
2. Compare three suitable opportunities or next-step resources.
3. Make a delivery checklist appropriate to your stage.
4. Write 30/60/90-day actions with outputs, time and spending limits.
5. Review your eight workbook items and name the next revision that matters most.

Current stage, intended audience and goal

DOODLE A CONNECTION

A simple line drawing of a computer monitor on a stand. The screen displays an orange line graph with three peaks and two valleys, indicating an upward trend. Three short orange lines radiate from the top right corner of the monitor.



Try it in your own words.

Use your project or a fictional practice example. It is fine to revise your answers.



Opportunity comparison and delivery checklist

My 30/60/90-day plan, limits and review date

A useful draft should show...

The plan fits the current stage, relies on checked requirements and names actions within the learner's control.



Review your eight workbook activities. Notice what has become clearer and choose one practical next action.

Which item is strongest? Which assumption needs checking next? What will you do in the next seven days?

You can return to your online workbook whenever you want to revise your plan. Share only the parts you choose.

Return to your course and workbook

<https://www.filmminorities.com/learning/building-your-career/>



One Last Screening — teaching budget

Draft 01 | CAD | 2 shoot days (reference)

ACCT.	DESCRIPTION	BUDGET CAD
A / ABOVE THE LINE		
1100	Story & rights	\$1,500.00
1200	Producer	\$3,584.00
1300	Director	\$2,688.00
1400	Principal cast	\$2,352.00
TOTAL ABOVE THE LINE		\$10,124.00
B / PRODUCTION		
2100	Production management	\$3,136.00
2200	Assistant directors	\$2,016.00
2300	Camera labour	\$3,584.00
2400	Lighting labour	\$2,016.00
2500	Grip labour	\$1,848.00
2600	Production sound labour	\$1,344.00
2700	Art & props labour	\$2,016.00
2710	Props & set materials	\$600.00
2800	Costume labour	\$1,400.00
2810	Costume materials	\$300.00
2900	Hair & makeup labour	\$924.00
2910	Hair & makeup kit	\$150.00
3000	Locations	\$1,000.00
3100	Equipment rental	\$2,100.00
3200	Transport	\$750.00
3300	Meals & craft	\$1,800.00
3400	Production access support	\$1,200.00
3500	Media & backup drives	\$300.00
TOTAL PRODUCTION		\$26,484.00



One Last Screening — teaching budget

Draft 01 | CAD | 2 shoot days (reference)

ACCT.	DESCRIPTION	BUDGET CAD
C / POST-PRODUCTION		
4100	Picture editing	\$4,704.00
4200	Sound edit & mix	\$1,960.00
4300	Colour grade	\$1,200.00
4400	Music & licences	\$1,000.00
4500	Captions & audio description	\$1,000.00
4600	Masters & delivery	\$650.00
TOTAL POST-PRODUCTION		\$10,514.00
D / OTHER COSTS		
5100	Production insurance	\$1,200.00
5200	Legal & accounting	\$1,500.00
5300	Permits & clearances	\$500.00
5400	Publicity & festival costs	\$600.00
5500	Non-recoverable taxes	\$0.00
TOTAL OTHER COSTS		\$3,800.00
DIRECT COSTS — INCLUDING LABOUR ADDITIONS		\$50,922.00
CONTINGENCY — 10% OF DIRECT COSTS		\$5,092.20
GROSS PRODUCTION BUDGET		\$56,014.20

Included labour allowance: \$3,597.00 at 12% on selected lines. It is already part of direct costs.

Confirmed cash: \$30,000.00. Unfunded amount: \$26,014.20. Pending funding, incentives and in-kind support are excluded.



One Last Screening — teaching budget

Draft 01 | CAD | 2 shoot days (reference)

A / Above the line

Acct. /	Description	Qty	Unit	Rate CAD	Addition	Total CAD
1100	Story & rights	1	allowance	\$1,500.00	\$0.00	\$1,500.00
1200	Producer	8	days	\$400.00	\$384.00	\$3,584.00
1300	Director	6	days	\$400.00	\$288.00	\$2,688.00
1400	Principal cast	6	performer-d ays	\$350.00	\$252.00	\$2,352.00
SECTION TOTAL						\$10,124.00

Addition = selected line base × labour allowance %. Line base = quantity × rate. The allowance is included in the line total.



One Last Screening — teaching budget

Draft 01 | CAD | 2 shoot days (reference)

B / Production

Acct. /	Description	Qty	Unit	Rate CAD	Addition	Total CAD
2100	Production management	8	days	\$350.00	\$336.00	\$3,136.00
2200	Assistant directors	6	days	\$300.00	\$216.00	\$2,016.00
2300	Camera labour	8	days	\$400.00	\$384.00	\$3,584.00
2400	Lighting labour	6	days	\$300.00	\$216.00	\$2,016.00
2500	Grip labour	6	days	\$275.00	\$198.00	\$1,848.00
2600	Production sound labour	3	days	\$400.00	\$144.00	\$1,344.00
2700	Art & props labour	6	days	\$300.00	\$216.00	\$2,016.00
2710	Props & set materials	1	allowance	\$600.00	\$0.00	\$600.00
2800	Costume labour	5	days	\$250.00	\$150.00	\$1,400.00
2810	Costume materials	1	allowance	\$300.00	\$0.00	\$300.00
2900	Hair & makeup labour	3	days	\$275.00	\$99.00	\$924.00
2910	Hair & makeup kit	1	allowance	\$150.00	\$0.00	\$150.00
3000	Locations	2	days	\$500.00	\$0.00	\$1,000.00
3100	Equipment rental	3	days	\$700.00	\$0.00	\$2,100.00
3200	Transport	3	days	\$250.00	\$0.00	\$750.00
3300	Meals & craft	60	person-days	\$30.00	\$0.00	\$1,800.00
3400	Production access support	1	allowance	\$1,200.00	\$0.00	\$1,200.00
3500	Media & backup drives	2	sets	\$150.00	\$0.00	\$300.00
SECTION TOTAL						\$26,484.00

Addition = selected line base × labour allowance %. Line base = quantity × rate. The allowance is included in the line total.



One Last Screening — teaching budget

Draft 01 | CAD | 2 shoot days (reference)

C / Post-production

Acct. /	Description	Qty	Unit	Rate CAD	Addition	Total CAD
4100	Picture editing	12	days	\$350.00	\$504.00	\$4,704.00
4200	Sound edit & mix	5	days	\$350.00	\$210.00	\$1,960.00
4300	Colour grade	2	days	\$600.00	\$0.00	\$1,200.00
4400	Music & licences	1	allowance	\$1,000.00	\$0.00	\$1,000.00
4500	Captions & audio description	1	allowance	\$1,000.00	\$0.00	\$1,000.00
4600	Masters & delivery	1	allowance	\$650.00	\$0.00	\$650.00
SECTION TOTAL						\$10,514.00

Addition = selected line base × labour allowance %. Line base = quantity × rate. The allowance is included in the line total.



One Last Screening — teaching budget

Draft 01 | CAD | 2 shoot days (reference)

D / Other costs

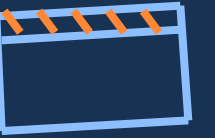
Acct. /	Description	Qty	Unit	Rate CAD	Addition	Total CAD
5100	Production insurance	1	quote	\$1,200.00	\$0.00	\$1,200.00
5200	Legal & accounting	1	allowance	\$1,500.00	\$0.00	\$1,500.00
5300	Permits & clearances	1	allowance	\$500.00	\$0.00	\$500.00
5400	Publicity & festival costs	1	allowance	\$600.00	\$0.00	\$600.00
5500	Non-recoverable taxes	1	allowance	\$0.00	\$0.00	\$0.00

SECTION TOTAL

\$3,800.00

Addition = selected line base × labour allowance %. Line base = quantity × rate. The allowance is included in the line total.

Fictional practice figures. Replace rates, payroll additions, taxes, insurance and other assumptions with current project-specific calculations and quotes. No tax incentive or funding eligibility is implied. Gross budget and cash timing require separate review.



Your route into screen work

Start with a strength. Choose a branch. Make one useful piece of evidence.

WHAT DO YOU WANT TO DO NEXT?

1 Make your own work

Writer • director • producer

Write a one-page story, plan a small exercise and record what you learned.

2 Join a production crew

Camera • sound • art • office • locations

Choose a department; practise one supervised task and build an accurate work sample.

3 Create in post or digital

Editing • sound post • colour • animation • VFX

Organize permitted media, practise a workflow and show a clear before/after example.

4 Connect work with people

Publicity • festivals • distribution • impact

Prepare a small audience plan, event brief or sample press-kit checklist.

Research a role

Check tasks and entry requirements.

Make evidence

Create a small, relevant work sample.

Ask & practise

Find feedback and supervised learning.

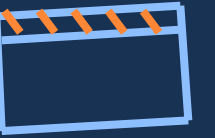
Plan one move

Choose an action, contact and date.

TRY IT

"I can organize digital files. I will practise a media log, then ask an assistant editor for focused feedback."

Who does what?



A department brainstorm: 14 connected groups and the work they produce.

A SCREEN CREW IS CONNECTED

STORY & LEADERSHIP

Story & development

Screenwriter • Story editor •
Researcher • Development
producer

Producing & management

Producer • Executive producer •
Line producer • Production
manager

Office & accounting

Production coordinator • Assistant
coordinator • Office PA •
Production accountant • Payroll
accountant

ON SET / IMAGE & SOUND

Direction & set coordination

Director • 1st assistant director •
2nd assistant director • Script
supervisor

Camera

Director of photography • Camera
operator • 1st assistant camera •
2nd assistant camera • DIT •
Camera trainee

Lighting & grip

Gaffer • Lighting technician • Key
grip • Grip • Dolly grip

Production sound

Production sound mixer • Boom
operator • Sound utility

PEOPLE, LOOK & PLACE

Art & construction

Production designer • Art director •
Set decorator • Props master • Set
dresser • Scenic artist

Costume, hair & makeup

Costume designer • Costume
supervisor • Set costumer • Key
makeup artist • Key hair stylist

Locations & set services

Location manager • Location scout
• Location PA • Transport
coordinator • Driver • Caterer

Performance & casting

Actor • Casting director • Casting
associate • Stunt coordinator •
Intimacy coordinator

POST & AUDIENCE

Editorial & finishing

Editor • Assistant editor • Colourist
• Sound editor • Re-recording
mixer • Composer

Animation & VFX

Storyboard artist • Animator • VFX
supervisor • Compositor • VFX
coordinator

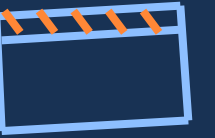
Audience & release

Publicist • Impact producer •
Festival programmer • Distributor •
Sales agent

FOLLOW THE HANDOFF

Departments solve different problems together. Titles and reporting arrangements vary by production and agreement.

Build a pitch people can follow



LAST SHOW · an original example you can take apart and learn from.

1 Hook

Given six weeks to save her coastal town's cinema, a burnt-out projectionist turns every screening into a community gamble—until the neighbours she needs most demand a future she cannot promise.

2 Person + pressure

Maya wants to save the cinema. Six weeks, limited money and conflicting community needs make that difficult.

3 A repeatable engine

A new screening brings a new audience and demand. Each event changes the team while the lease deadline moves closer.

4 Format + feeling

6 × 30-minute scripted dramedy. Warm, dry humour; grounded consequences. Fictional B.C. coastal town.

5 Show one episode

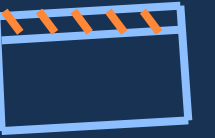
A fundraiser unravels. Maya lets neighbours redesign it, then discovers that ticket sales cannot cover the deposit.

6 A clear next ask

A development partner and story feedback to shape the pilot and short series bible. No claimed attachments or sale.

READ THE WHOLE SAMPLE

The lesson pack includes the spoken pitch, characters, pilot story, six episode ideas and annotations.



From page to production plan

Script breakdown schedule budget call sheet post handover.

1 SCRIPT

Scene 12: INT. CAFÉ — DAY
Two characters exchange a letter.
Read what is on the page.

2 BREAKDOWN

Cast: two performers
Props: letter + duplicate
Location: café
Sound: usable dialogue

3 SCHEDULE

Group work by practical needs.
Allow setup, rehearsal, breaks and media checks.
Plan a change decision.

4 BUDGET

Attach units and rates.
Include people, equipment, space, access, insurance and post.

5 CALL SHEET

One confirmed shooting day.
Where, when, who and what.
Use the current approved version.

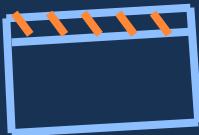
6 POST HANDOVER

Labelled picture + sound
Verified media copies
Reports + continuity notes
Agreed delivery requirements

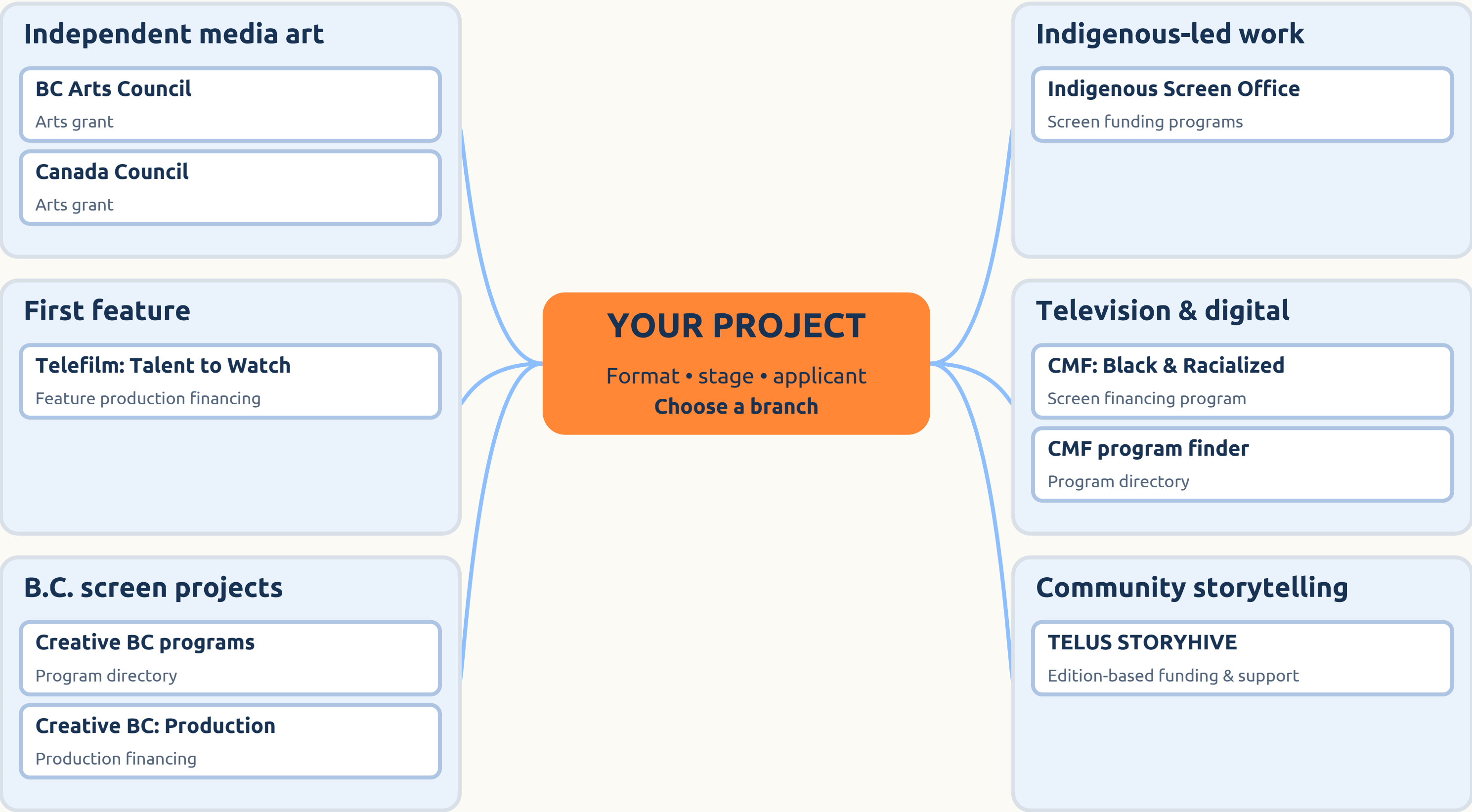
CHOOSE THE OUTPUT FIRST

StudioBinder • Gorilla • Movie Magic • Celtx • Final Draft — official examples and task prompts are in the lesson pack.

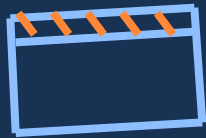
Find the right funding branch



Clickable official starting points. Match format, applicant and project stage first.



CLICK A LEAF
Check the current guidelines and intake. A grant, financing contribution and tax credit have different terms.



How a production budget adds up

Account detail rolls into the top sheet. Financing and cash timing stay visible.

ACCOUNT 2300 · CAMERA LABOUR

8 days × \$400 = \$3,200 base
12% example labour addition = \$384
Account total = \$3,584

DETAIL TOP SHEET

The detail explains the units and rate.
The top sheet summarizes account totals.
Change one line; every total follows.

ABOVE THE LINE

\$10,124.00

PRODUCTION

\$26,484.00

POST-PRODUCTION

\$10,514.00

OTHER COSTS

\$3,800.00

DIRECT COSTS

\$50,922.00

CONTINGENCY · 10%

\$5,092.20

GROSS BUDGET

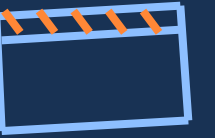
\$56,014.20

Labour allowance is included in direct costs. Contingency uses those direct costs as its base.

KEEP FINANCING SEPARATE

Confirmed cash: \$30,000.00. Unfunded amount: \$26,014.20. Pending funding is excluded.

Fictional CAD example. Replace all rates, additions, taxes and assumptions with researched project figures.



Make access an actual plan

Notice the barrier agree the action assign people, money and time check it worked.

1 NOTICE

Name a barrier in the process, space, information or schedule.

2 ASK & AGREE

Ask privately what practical arrangement helps. Agree what may be shared.

3 ASSIGN

Name a responsible person who can change the plan.

4 RESOURCE

Allow the time, budget, provider or equipment required.

5 CONFIRM

Put the agreed arrangement into the schedule and relevant documents.

6 CHECK & REVISE

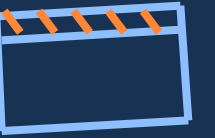
Confirm it works with the person. Give a private route to report problems.

EXAMPLE: STAIRS AT A LOCATION

Choose a step-free venue location manager owns the check confirm before booking budget any agreed transport review the actual route with participants.

A LIVING PLAN

The downloadable sample names eight barriers, actions, owners, deadlines, resources and checks.



Your next 90 days

Choose a useful goal. Meet people with purpose. Make, share, follow up.

DAYS 01–30

PREPARE

Choose one goal and useful output.
Update your introduction.
Research two suitable communities.

DAYS 31–60

MEET & MAKE

Attend one relevant session.
Ask a specific question.
Practise or collaborate within your capacity.

DAYS 61–90

SHARE & REVIEW

Finish an appropriate output.
Apply or share when it fits.
Follow up and decide what comes next.

PICK THE RIGHT ROOM

Community hubs: Cineworks • CineVic • Creative Pathways
Industry: VIFF • Whistler • imagineNATIVE • Hot Docs
Practice challenge: Run N Gun — check the next announced round

FOLLOW UP WITH PURPOSE

Mention the conversation, ask permission before sharing files, and suggest one manageable next step.