Department of Media Studies and Journalism

Internship Report
Summer 2023
MSJ 11498

Prepared by:
Shaion Ahmed
ID: 173012056

Host Organization: RUNOUT Films

Submission Date: 03.09.2023

TABLE OF CONTENTS

Student's Details---------- 2
Internship Details----------3
Acknowledgement---------- 4
PLAGIARISM DECLARATION---------- 5
INTERNSHIP REPORT APPROVAL FORM---------- 6
Introduction----------7
Expectations and Objectives----------8
Host Organization---------- 9
Organogram of the Organization---------- 11
Image: Working Team Structure----------11
Tasks---------- 12
Project 1----------14
Project 2----------18
Project 3----------23
Project 4----------28
Project 5----------32
Project 6----------38
Project 7----------43
Project 8----------48
Internship Outcome---------- 58
The Workplace Log----------59
Professional Competencies---------- 68
SELF-ASSESSMENT FORM---------- 69
Appendices----------71

Student's Details

Name	**:** Shaion Ahmed
Student ID	**:** 173012056
Department	**:** Media Studies & Journalism
Concentration	**:** Film and TV Production
Your Career Goal	**:** Cinematographer

Internship Details

Host Organization	**:** RUNOUT FILMS
Full Address	**:** Block-D, House#2 Rd No. 5, Dhaka 1212
Internship Supervisor	**:** Adnan Al Rajeev
Designation	**:** Director
Working Sector	**:** Advertising
Internship Post	**:** Assistant Director
Internship Start Date	**:** 10th May 2023
Internship End Date	**:** 10th August 2023
Working Hours/week	**:** 54 Hours a week
Working Period	**:** 3 Months

Acknowledgement

My utmost gratitude to the Almighty who has given me the opportunity to complete my academics from a reputed university. He has given me the patience, courage and power to complete my undergrad journey with honor.

I extend my sincere appreciation to my respected internship supervisor, Syeda Sadia Mehjabin Ma'am, for her invaluable guidance, constructive feedback, and kind gesture towards my efforts. Her supervision has helped me in reflecting my views and work into this internship report. I am also thankful to all the respected faculty members throughout my journey in ULAB who have provided me with their appreciation and assistance.

I would like to extend my gratitude to my mentor Director, Adnan Al Rajeev, and Chief Assistant Director, Miraj Bhaia, for imparting their understanding and practical knowledge. Their mentorship has not only enhanced my knowledge of the professional world but also provided me with the skills necessary to be excellent in a workplace environment.

Without the support of my beloved family members I would not be able to come this far. My father and elder brother have been my source of inspiration and motivation. Their guidance and mentorship have helped me to make decisions on my academic sector wisely.

I wish to express my sincere appreciation to Faria Tasnim Tanima, whose friendship, guidance, and support have driven me to strive for success in every sector of my life.

Lastly, I want to acknowledge all those whose names might not be mentioned here but have played a significant role in my internship experience as well as my academic life. Your contributions are incomparable, and I am grateful for your presence in my life.

MSJ041

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.

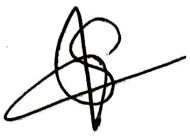
2. I acknowledge and understand that plagiarism is wrong.

3. I understand that my research must be accurately referenced.

4. This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.

5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Name: Shaion Ahmed
ULAB ID: 173012056

Signature: 

MSJ042

INTERNSHIP REPORT APPROVAL FORM

Student Name : Shaion Ahmed ID No : 173012056

Major : Film and TV Production Year : 2023

Local Phone : 01892027027 Email : shaion.ahmed.msj@ulab.edu.bd

---

INTERNSHIP INFORMATION

Internship Organization : RUNOUT FILMS

Internship Report

Topic :

Semester (Tick one): □ Spring 2023 ☑Summer 2023 □ Fall 2023

Advisor APPROVAL

(Please place a Tick)

□ Approved □ Not Approved □ Partial Re-write □ Full Re-write

Remarks (If Not Approved/Pretrial/Full Rewrite):

Signature: _____ Date: _____

Name: Syeda Sadia Mehjabin Title: Senior Lecturer

E-mail: sadia.mehjabin@ulab.edu.bd Phone: +8801713008008

Introduction

I am fortunate that I could obtain a 3 months internship period at Runout Films, one of the leading production companies in Dhaka, Bangladesh. Runout Films carries excellence for their amazing screen works with many leading brands of bangladesh and renowned directors. My elder brother's connections and support helped my entry into this renowned company.

I was eager to learn about the work environment process of creating a masterpiece on screen from a creative concept idea. From pre-production to post-production, my willingness to understand storytelling methods on screen and desire to comprehend the mechanics behind the scenes of a complete production has been my major practical experience during my internship journey.

One of the most memorable moments of my internship is my creation of behind-the-scenes (BTS) videos for the Redmi phone and GP gaming TV commercials. These projects allowed me to witness the entire production cycle, from filming to editing. Additionally, I had the privilege of serving as an assistant director for several projects, including Himalayan Rose Face Wash, Polar Ice Cream, Robi, and Ghari Detergent Powder.

During my internship at Runout Films, I had the opportunity to develop my skills in coordination, direction, and management. Throughout my time there, I gained invaluable experiences, such as casting the right talent and scouting locations, which taught me the importance of paying attention to detail and making precise decisions. Managing time during shoots also highlighted the need for seamless coordination among team members to ensure that every moment on set is used efficiently. As I deepened my knowledge, I also learned about framing shots to convey emotions and narratives, as well as the role of lighting in setting the right tone for a scene.

I have developed effective communication and presentation skills when dealing with clients. I now understand better how the professional cycle works before and after production. This report aims to document the experiences, observations, and insights that I gained throughout my internship at the company.

The internship journey has brought about a significant change in my personal and professional development. It has made me more ambitious for filmmaking and provided me with professional competences that I am eager to apply in my future pursuits.

Expectations and Objectives

My academic courses with fundamental knowledge and practical project works have given me basic working expertise in my concentration field. Now I expect to complete my internship where I can actually use my learnings and get working experience and understanding on how different sectors work in different processes.

I am looking forward to understanding different tasks and responsibilities followed in the directorial part by being an assistant director(Intern).

Runout Films is one of the leading production houses of Bangladesh. Working here would give me immense opportunity in learning and flourish my skills to be successful in my future endeavors.

Moreover I look forward to:

- Gain knowledge of responsibilities of an assistant director.
- Gain knowledge to handle clients and agencies in a professional manner.
- Present concept ideas to team members.
- Choose proper location, audio based on the requirements.
- Brief cinematographer about expected shot.
- Make decisions under pressure in shooting locations.
- Understand process from client dealing to final delivery of the production.

Host Organization

RUNOUT FILMS is a renowned film production company located in Dhaka, Bangladesh.

Image A: *Logo of RUNOUT FILMS*

In 2012, Runout Films started its journey. It was founded by Director Adnan Al Rajeev. He previously worked in Chabial under renowned director Mostofa Sarwar Farooki as an assistant director and also as a post-production supervisor. He worked there till 2010 and then started his own production house which is Runout Films.

The producer of Runout Films is Md. Habibur Rahman Tareq. Adnan Al Rajeev is famous for his television commercials and it exceeds more than hundred in number. He has worked with big companies like GrameenPhone, Banglalink, Robi, Airtel, Ispahani Mirzapore and many more.



Image B: *Adnan Al Rajeev*



Image C: *Md Habibur Rahman Tareq*

Runout Films is best known for its television commercials besides that they do make online video content, corporate audio and video. They have also made some famous dramas like: Bikel Belar Pakhi. Adnan Al Rajeev was creative producer of the recent famous web series Mohanogor which got immense love from the audience. Moreover famous creations like

Networker Baire, YouTumor, Adhakhana Bhalo Chele Adha Mastaan were produced by Adnan Al Rajeev.

Runout Films is one of the leading and active production houses in the country. Besides Adnan Al Rajeev, Runout Films also has other talented directors who are Anway Patwari and Subrina Irnie. They have also worked with big names like: Pizza Hut, Lux, Airtel, FoodPanda.

Another plus point of Runout Films is that it has its own in-house CG artist Monoar Rahman Rony who is also a talented and determined person. Besides that, Prodip Bepari, chief editor is one of the best in the country for advertisements. Runout Films has received several awards for their works.

Organogram of the Organization

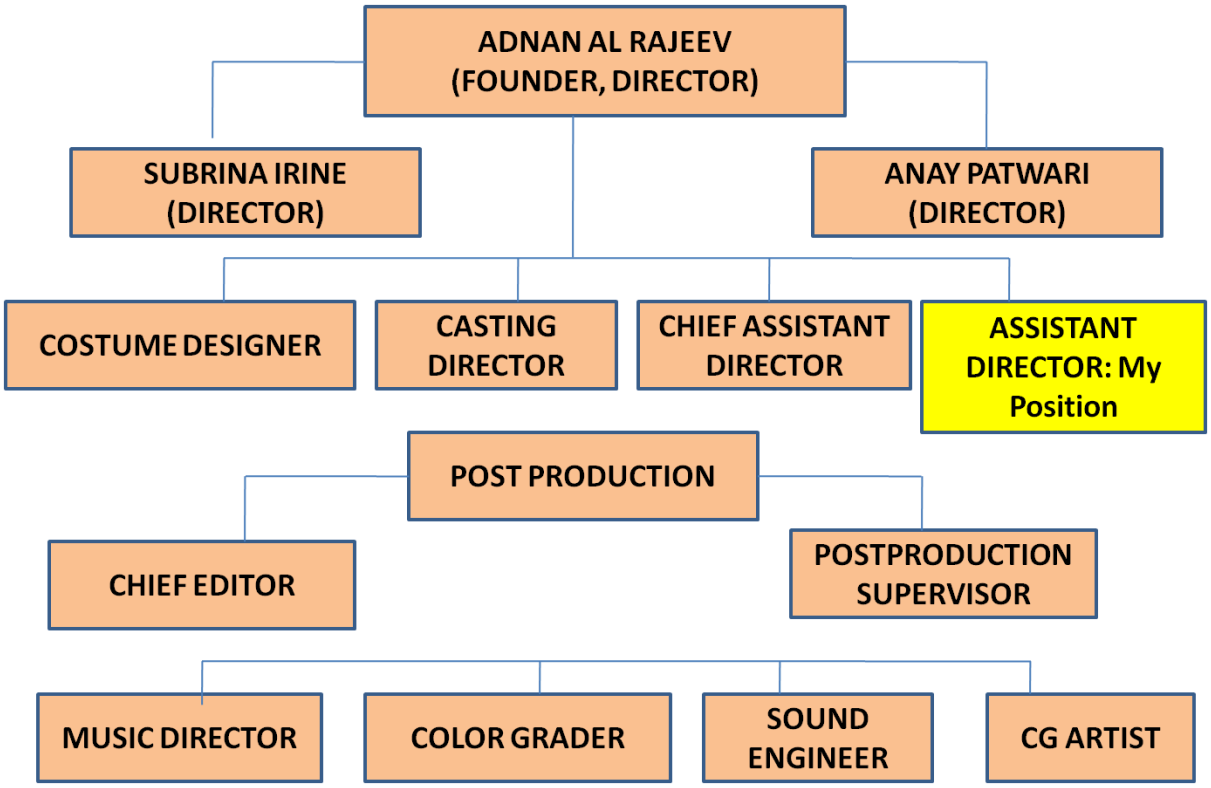


Image: *Working Team Structure*

Tasks

During my internship period I have completed many responsibilities as an assistant director. However, in some projects I also got the opportunity to work with pre and post production team members.. My responsibilities were assigned based on different projects by the team lead..

My tasks were as follows:

- Referencing audio, visual, location, costume, props, action etc and making a playlist based on the script of every project and before shooting.
- Visiting different locations and sending photographs to the pre production teams.
- Managing different props based on requirements.
- Transporting HDD to different studios.
- Calling artists on shoot day.
- Communicating with the makeup artist about the time limit to make the artist ready on time.
- Clearing shooting zones and blocking when required.

PROJECT DESCRIPTION

Project 1

Project Title : Redmi Note 12: Behind the Scene

Project Description : In this 'behind the scene (BTS)' I tried to capture everyone's tireless passion on the day of the shoot. Also I tried to portray how many people work behind the camera to make a TV commercial successful. This BTS video is captured from the launch of the new Redmi Note 12 phone TVC shooting. This was my first major responsibility given by my supervisor. Only I was allowed to roam around and take different shots while the shooting was going. No one else was permitted to capture any shot or carry camera

My Responsibility : I was responsible for capturing the whole BTS shooting process of Redmi Note 12. Moreover, after shooting I had one week to complete full editing and submit BTS.



Image 1.1: *Director, DOP and CG Artists Talking About the 360 Degree Green Screen Shot*



Image 1.2: *Nazifa Tushi posing with the Redmi Note 12 phone*



Image 1.3: *Nazifa Tushi with the side artist*

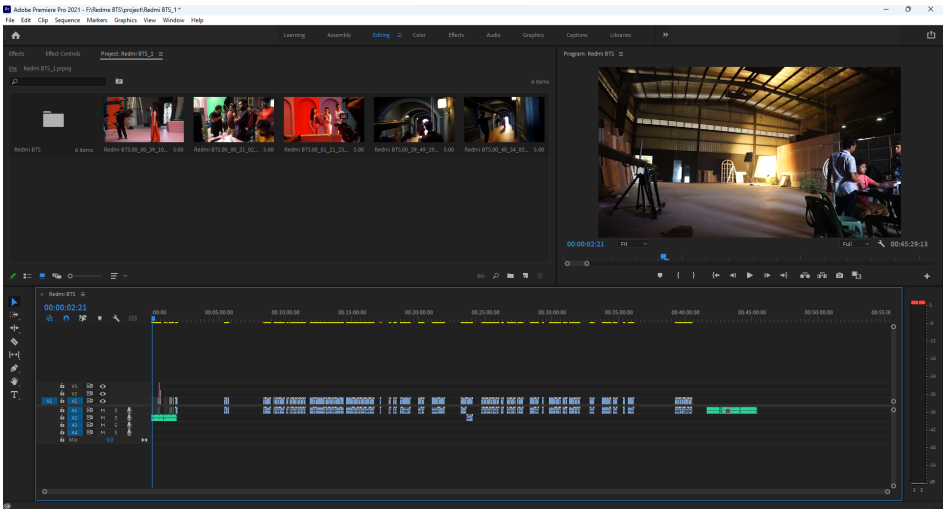


Image 1.4: *Premiere Pro Editing Timeline before Correction*

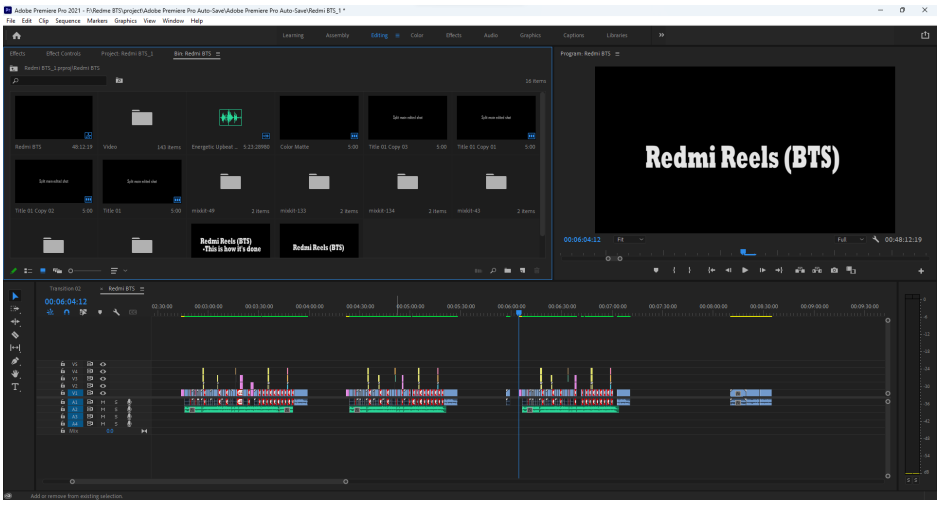


Image 1.5: *Premiere Pro Editing Timeline before Correction*

Link: https://fb.watch/mx-xIQJ9eM/?mibextid=ZbWKwL

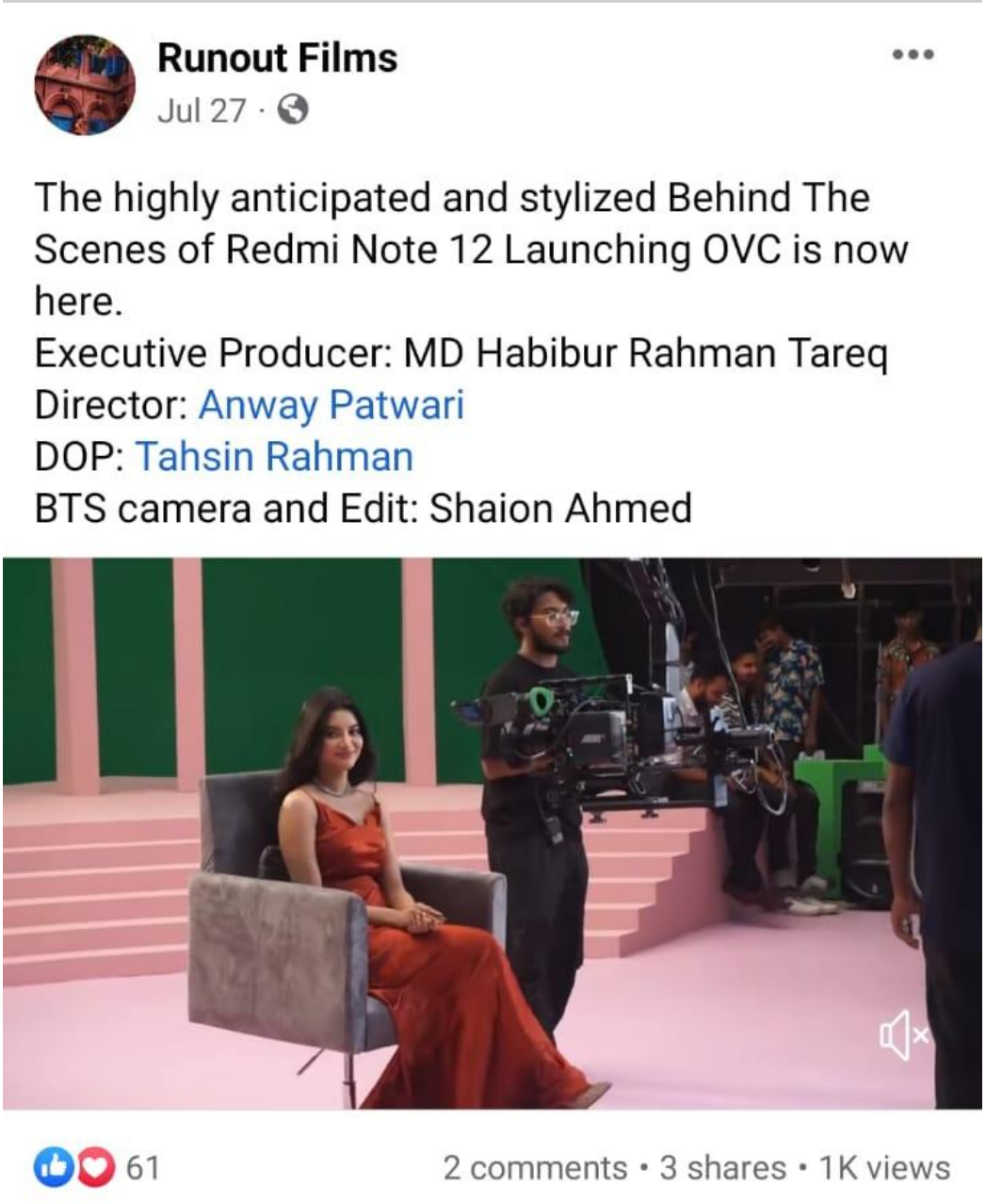


Image 1.6: *Runout Films posted the Behind the Scene on Facebook*

My Mistakes:

- I did not have a battery backup because of which I missed capturing many important moments as my camera was kept on charge on spot.
- I was curious about different on spot shooting activities and camera operations which made me slow and inattentive taking BTS scenes.
- While editing the BTS my music selection was not syncing with my supervisor's expectation.
- My slow cut editing was not expressing the full rhythm of the BTS scenes.
- Different transitions which I used while editing were lost when I took the premiere pro file on my office laptop.

My Learnings:

- Taking proper shots without disturbing anyone's work.
- Editing and music patterns syncing according to the product.
- Applying transition effects in the proper place.
- Finding out the key scenes for audience attraction.
- Operating a more functional way.
- Communicating with the supervisor and understanding his requirements.
- Maintaining proper timing with the shooting time and day.
- Creating a BTS of TVC.

Project 2

Project Title **:** Grameenphone Gaming TVC: Behind the Scene.

Project Description **:** This is Grameenphone's new gaming TVC behind the scenes. This TVC shooting was held in Chattagram. The TVC has 4 protagonists and they have 4 types of power. To represent different types of characters and their power one of the major differences was different kinds of aerial shots and usage of props. To capture the proper magic of the theme many difficult shot techniques were followed. I have tried to show in this BTS the unique style of this TVC and focusing the suspense and rock rhythms of power of different characters. Moreover, the shoot was of 3 days so many important shooting moments were there.

My Responsibility **:** I was responsible for capturing the whole BTS of grameenphone gaming TVC. Apart from this, my responsibility was to edit the entire behind the scenes.



Image 2.1: *Protagonist 1 action scene*



Image 2.2: *Protagonist 2 action scene*



Image 2.3: *Protagonist 3 action scene*



Image 2.4: *Director Adnan Al Rajeev with his Chief AD*



Image 2.5: *DOP Tasin taking 360 shots of protagonist 1*



Image 2.6: *The director is playing carrom board at break time*

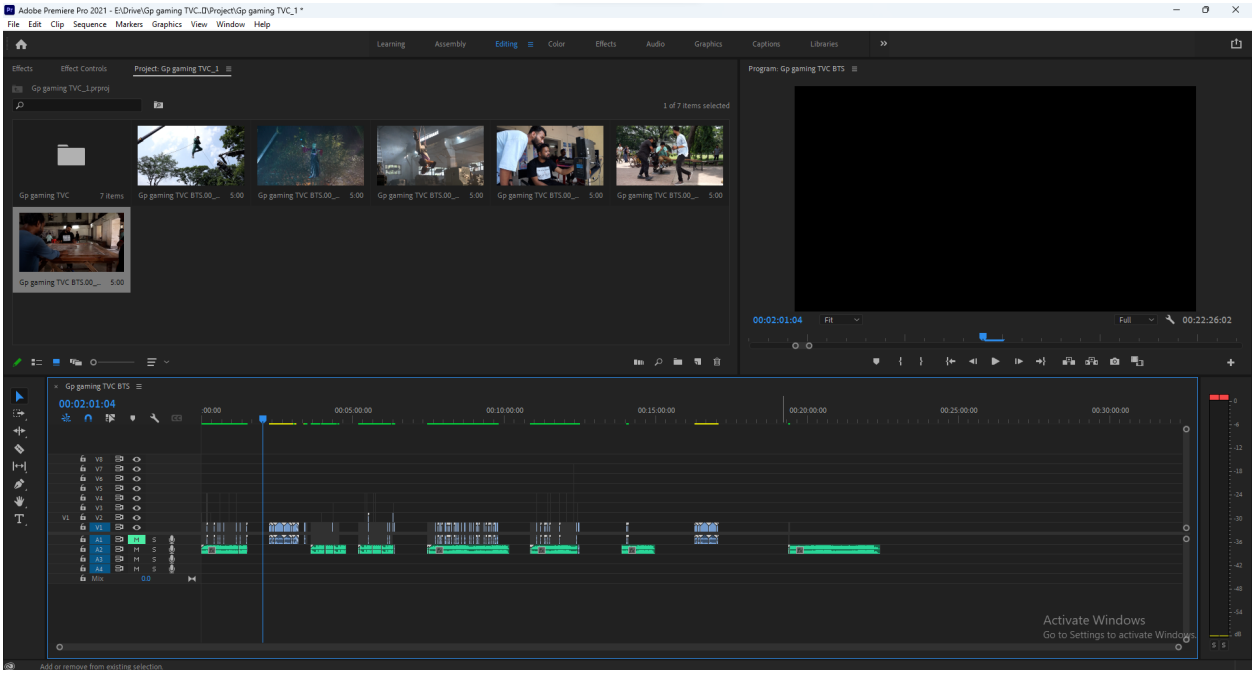


Image 2.7: *Editing before correction*

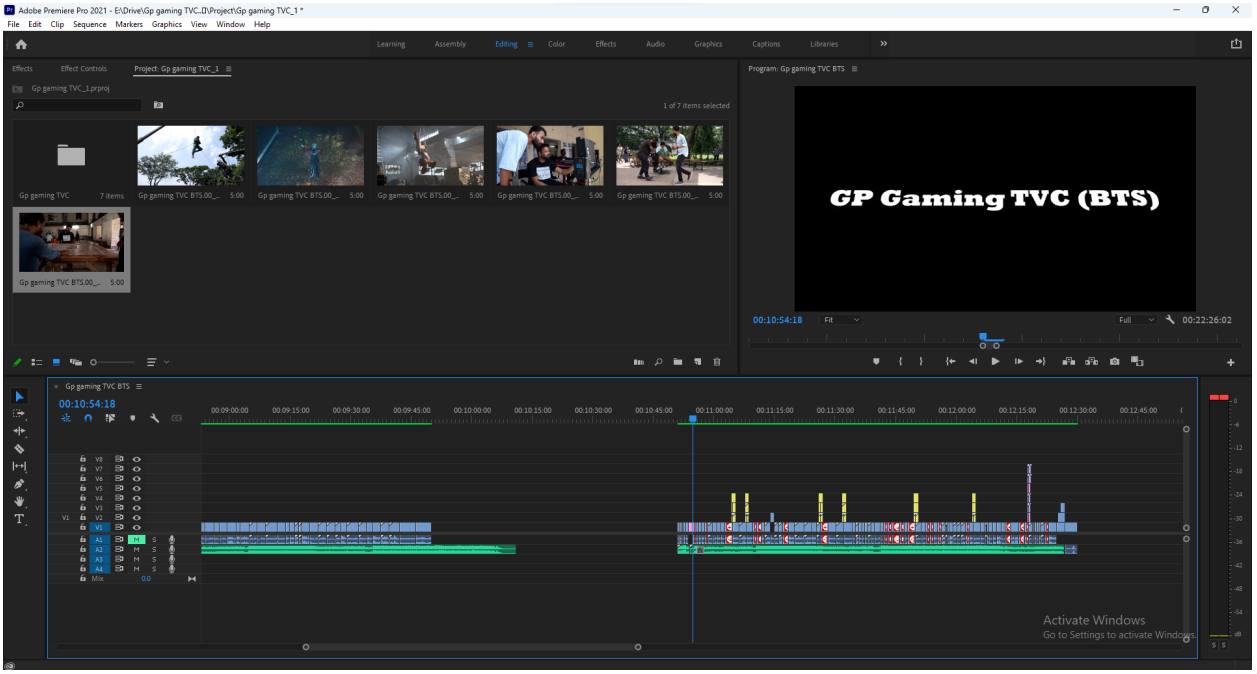


Image 2.8: *Editing after correction*

My Mistakes:

- GP shooting was 3 days but I lost all the footage of the 3rd day. Because my memory card got corrupted.
- I did a lot of fast cut editing, as a result of which the story behind the scene was not understood.
- Too many transitone effects are used in this behind the scene.
- My edited video duration exceeded the asked duration on which i used repetitive music and that was very mismatched with the visuals.
- I could not complete the final update submission on time.
- During the shooting I was coming inside the frame to capture the moment. Due to which that shot had to be taken 2 more times.

My Learnings:

- Footage from the memory card should be backed up all the time.
- How to combine audio and visuals without going to a fast beat.
- Multiple transition effects cannot be used.
- How to tell the story behind the scenes.
- Learned how to attract the audience with the visual effect.

Project 3

Project Title **:** Spot editing in CocaCola shooting.

Project Description **:** This is the shooting of a Coca-Cola TVC. This TVC has been shot in FDC. This shooting was done on the set. The celebrity of this TV commercial was Animesh Roy, singer of 'NASEK NASEK' from Coke Studio Bangla Season 1.

My Responsibility: My role for this project was assistance with spot editors. It was my first time seeing how spot edit works so I was only allowed to make very basic edits. My job was to observe the shots and which shots are mostly being edited on spot and later assist the post supervisor in all the post work in this project while selecting footage. One more task of mine is to update all the information to the post supervisor about what has changed and what has been updated in the offline edit.



Image 3.1: *Checking the light to start the shooting*

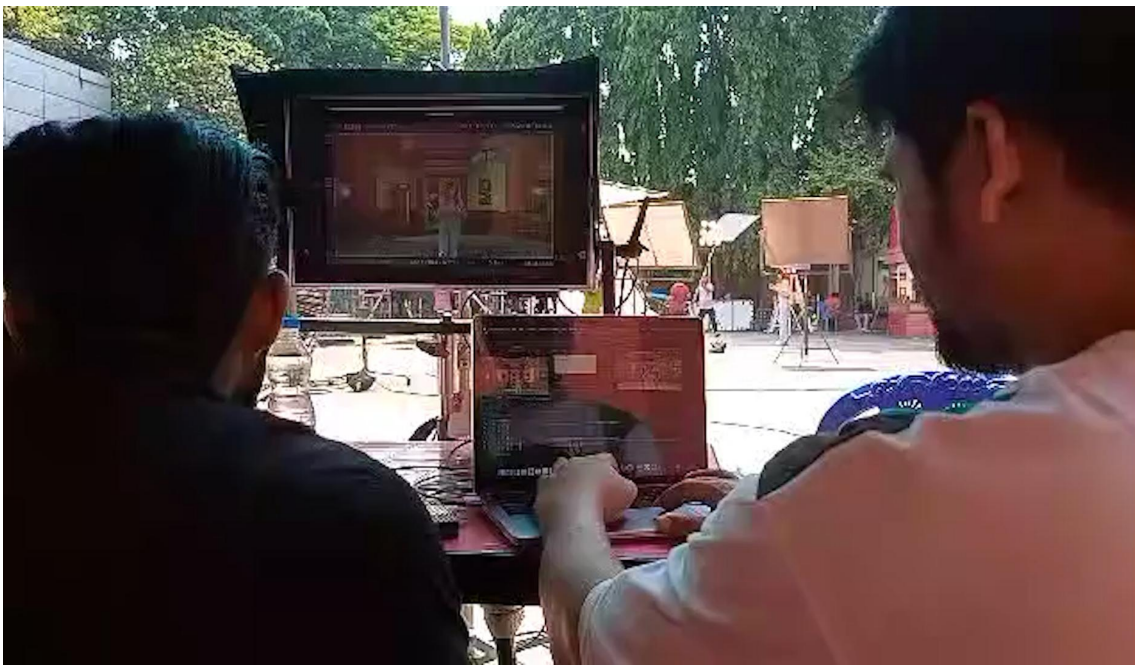


Image 3.2: *Spot editor with the Director Anway Patowari*



Image 3.3: *Set design for Coca Cola shooting*



Image 3.4: *Animesh Roy on the camera monitor while taking the shot*



Image 3.5: *Spot editing setup and the shooting area setup*



Image 3.6: *Me and Animesh Roy after shooting*

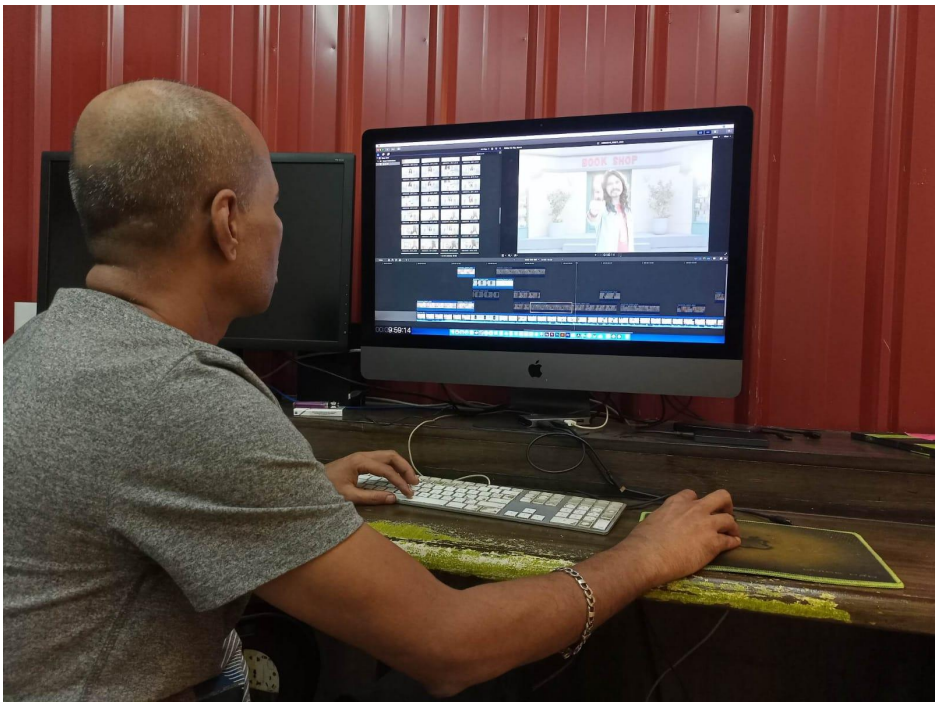


Image 3.7: *Prodim Dada doing offline edit*

My Mistakes:

- My biggest mistake was starting to edit in the main sequence instead of editing in the copy sequence.
- I kept forgetting to capture during the shot and having to watch the playback to capture later which was very painful for others.
- During offline editing, there were some updates that I didn't note down, for that reason I could not explain the updates properly to my post supervisor.

My Learnings:

- How to connect a laptop to a camera monitor with a capture card.
- I learn how to capture the video during the shot and also from the playback.
- One of the most important things I have learned is first capture the shot then edit the shot in the copy version. After that, if the director says it is okay, then I have to paste the clip on main editing.
- I have learned many things in offline editing. The first thing I learned in offline editing is to select the proper footage.
- In the spot editing we used the last take but when it came to offline editing we used the footage that looks natural and well composed.
- Lastly, I learned how to match the audio with the visual.

Project 4

Project Title **:** Himalayan Rose Face Wash TVC.

Project Description **:** This is a TV commercial for a face wash brand. This TV commercial tells the story of a musician girl. It will be her first song recording. The journey from home to studio to recording the song. Malaika Chowdhury and Animesh Roy acted as protagonists in this TV commercial. Tagline of the project was 'You are Amazing'. If you use Himalayan Rose face wash you will look amazing everyday.

My Responsibility **:** This is my first work as an Assistant Director. As my first work as an Assistant Director so that I was not given much complicated work. In this project it was my responsibility to get the cast on set on time, inform the director on which set after which the shooting will be done, check continuity, play music and also check the main props which is Himalaya face wash tube. In this project there were some outdoor shots. One of my responsibilities there is to lock the zone.



Image 4.1: *Malaika Chowdhury ready for the home shot*



Image 4.2: *Cinematographer Mamun taking the shot*



Image 4.3: *Ready for the music studio entrance shot*



Image 4.4: *Malaika Chowdhury is taking a touchup for the shot*



Image 4.5: *Malaika Chowdhury ready for the music recording shot*

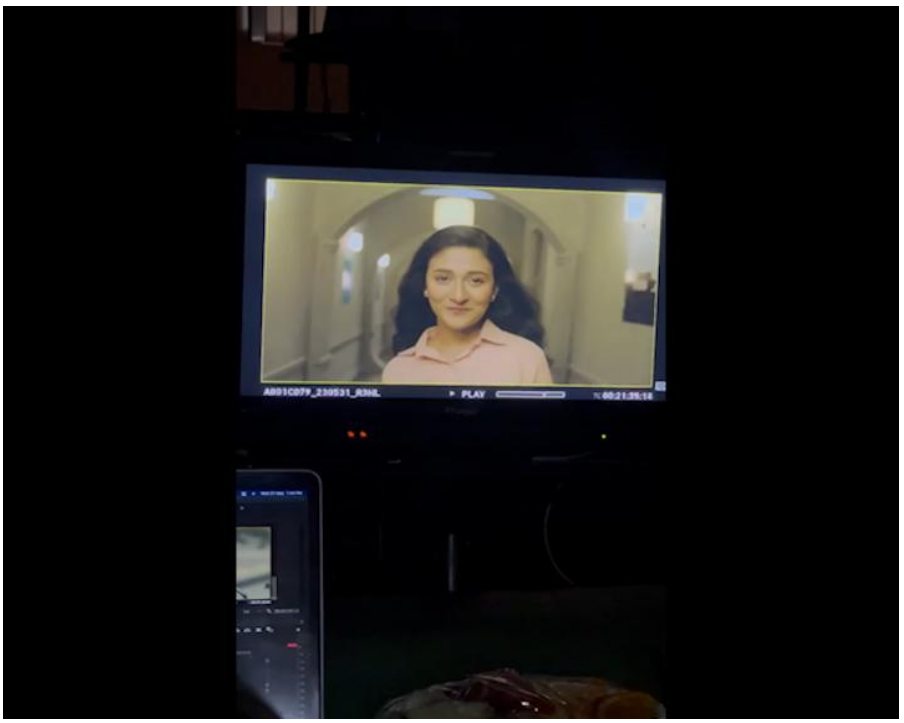


Image 4.6: *Malaika Chowdhury on the camera monitor while taking corridor shot*

My Mistakes:

- I was not able to lock the zone properly in outdoor shooting for that reason we had to take a shot 5 to 6 times.
- I was unable to keep timely communication with the makeup artist regarding the time constraint, thus he did not complete makeup on time, causing the music studio shoot to be delayed.
- Some time director Adnan Al Rajeev asked me which shot we will take now, I could not remember.

My Learnings:

- I learned to have a complete idea about the storyboard. So that I can tell which shot we will take on when and also which sequence we will be followed while shooting.
- I learned to lock the zone properly in outdoor shooting.
- There should be good understanding with all the crew members including makeup artists and costume designers so that shooting time will not be delayed. If they prepared the artist on time then we can roll the camera on time.
- In product TVC the product shot is very important. The product must be in perfect condition.

Project 5

Project Title **:** Polar Ice Cream TVC.

Project Description **:** The shooting time of Polar Ice Cream was 2 days. Polar Robasto Ice Cream was shot on the first day and second day we shot Polar Mini Chocobar. I did not go to the shoot on the first day because we have another project from Robi and I was working on that project. I went on the second day shooting for Mini Chocobar as an assistant director because our casting director Rasel got sick. The main story of Polar Mini Chocobar was about two friends. A friend likes to make video content but no one watches his videos so he felt upset. On the other hand his best friend always encourages and motivates him because she knows how to motivate him. Polar Mini Chocobar has been shot at two spots. First it was done in real location Bangladesh Handball Stadium which is in Gulistan and the other one was Nine & Half studio.

My Responsibility **:** In this project my responsibility was to keep all the players together in the field. During the shot what their activity and positioning will be. My responsibilities also included monitoring the background artist's setting, where they would stand, where they would pass, and what their actions would be. It also involved bringing artists onto set at times that are instructed.



Image 5.1: *Shooting in Bangladesh Handball Stadium*



Image 5.2: *Handball players were getting ready*



Image 5.3: *Cafeteria shot in Nine & Half Studio*



Image 5.4: *Protagonist were taking snap*



Image 5.5: *Background artist were on their position*



Image 5.6: *After ending the shooting me with the background artist*



Image 5.7: *Robusto Ice-Cream*

Runout Films
7 July ·

CAMPAIGN: ROBUSTO | REAL CHOCOLATE MATTERS

Client: Dhaka Ice Cream Industries Ltd.
Brand: Polar Ice Cream
Marketing Head: Abdullah Al Mamun
Marketing Manager: Quazi Almach Hasan
Brand Manager: Joynal Abedin
Brand Manager: Saiful Abedin Safi

Agency: Anonymea Pvt. Ltd.
Chief Creative Officer: Asif Akbar Khan
Creative Director: Nafis Ahmed
Junior Copywriter: S. M. Masud Ur Rahman
Visualizer: Solaiman Ripon
Studio Manager: Hasan Abdur Rahim
Head of Strategy: M.M. Araful Islam Chowdhury
Senior Account Director: Shahnawaz Ahmed
Senior Account Manager: Shihab Islam Mithun

Production House: Runout Films

Director: Adnan Al Rajeev

DOP: Tahsin Rahman

Producer: MD Habibur Rahman Tareq

Product shoot
Dop: Sanket Satam
Product styling: Joel Fonseca
Line producer: Gemma Fonseca
Camera phantom flex: Prasad equipment
Lighting equipment: Mad studios
Catering: Aura caterers
Acrylic Dummies: Viju Naik
Grips: Mirage communication

Costume and Styling by: Goutom Saha
In house Costume: Tamannah Enam Kabeer
Costume Assistant: Kamal Hossain
On Spot Tailor: Joshim

Protagonists: Miim Mantasha , Hasinur Hasin

Producer's Assistant: Asad Ripon
Line Producer: Nikita Ahamed
Office In-charge: Tausif-Ul Alam Zulfiquer

Production Manager: Md. Shabuj Ali
Assistant Production Manager: Jewel, Anwar, Raju, Mohsin, Mizan, Shaju

Offline Edit: SR Jitu
Post Supervisor: Md Dipu
Spot Edit: Abuzar Mohammad Abdul Wadud

Colorist: Ivan Narozhnyi
Sr Producer : Sandesh Shetty
Producer : Shrikant Monde & Aaqib Chunawala
Booking Coordinator : Shammi Shetty
Conformist : Muzammil, Akash, Vivek, Aayush
Data : Roshan, Aryan G, Gautam, Akshay, Aryan S

Music Director: Emon Chowdhury
Voice: Claris Prethela
Music Studio: M Records
Lyrics : Foez
Sound Design: Ripon Nath
Sound Design Asst. : Rony Sazzad
Sound Studio: Soundbox Studio
Voice-Over Artist: Ayesha Farzana

CGI: Firedrums Studios
In House CGI: Reaz Mohammad, Wali Hasan

Project Lead: Miraj Hossain
Assistant Directors: Naimur Rahman Naim, Sadia Islam Roza, Sniegdho Shahriar, Shaion Ahmed (Intern)
Casting: Sheikh Rasel

Art Director: Shahidul Islam
Art Assistant: Mrinal Hazra, Shimul Ahmed
Props Boy: Johir, Md Ali, Shorif
Set: Khorshed Set Makers

Make-up Artist: Tarek Ahmed
Jr Make-up Artist: Sk Shofik
Makeup Assistant: Saiful, Bijoy
Hair Stylist: Sheuily

Light Graffer: Monir Shetty
Focus Puller: Md Rubel
Light : Light house



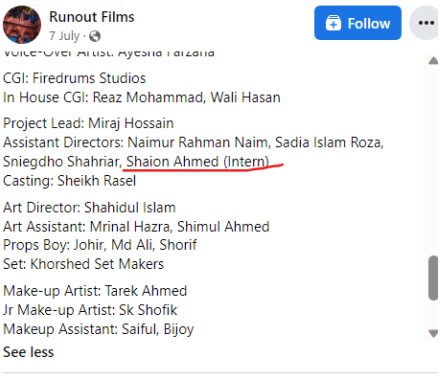


Image 5.8: *Facebook Post with Details of Different Members*

Link: https://fb.watch/mEIMWNA7sr/

My Mistakes:

- I was not able to give the positioning of the players properly, so that in frames that could not be understood whether the game was going on or not.
- In two shots I missed the continuity of the background artists. After watching the spot edit, I fixed it again.

My Learnings:

- The biggest thing I learned from this project was the positioning and passing of the background artist by looking at the frame.
- Background artists cannot be allowed to move out of position if there is a short break between shots. Because if they move once then there is a possibility of continuous break.
- If for some reason it seems that the continuity may be broken, then the continuity should be matched by looking at the previous shot on spot edit.

Project 6

Project Title **:** Robi Network TVC.

Project Description **:** The shooting time of Robi TVC was 3 days. The story of our project was about the 5 students of a village school and Shirin madam. They were competing with the Dhaka schools. Safa Kabir played the role of Shireen madam. This project was shot in Chittagong. Tag line of this project was **"পারবে তুমিও"**.

My Responsibility **:** In this project I worked as an assistant director. I picked up all the artists from the hotel and took them to the location according to their call time. I also check whether the set of the locations is properly prepared or not. At the time of the science fair shooting, my responsibility was to check all the students' costumes. At the time of taking the shot, if there is any empty space I need to file it with props.



Image 6.1: *Principal Room Shot*



Image 6.2: *Dialogue Delivery Moments*



Image 6.3: *Preparing the Science Fair Set*



Image 6.4: *Safa Kabir with the Student Artists*



Image 6.5: *Winner Announcement Shot*



Image 6.5: *Director Adnan Al Rajeev Waiting for the Shot*



Image 6.6: *Cinematographer Khosru with the Chief AD*



Image 6.7: *Me and my Colleagues*



Image 6.8: *Post About the TVC on Facebook Page*

Link: https://fb.watch/mEBqC84CTr/

My Mistakes:

- My first and major mistake in this project was I missed my call time. Because I reached Chittagong at 2 am and my call time was 5.30 am.
- Due to shortage of costumes I was late by 2.30 hours to get the background artists ready on the set.

My Learnings:

- I have learned about the pre-production procedure before going to a shoot which is held outside Dhaka.
- I have also learned about selecting proper locations based on the script requirements.
- I also learned to manage a large number of background artists, approximately 55-60 people.
- I also learned how to instruct about positioning to the background artist and gap filling using background artists.

Project 7

Project title **:** Ghari Detergent Powder TVC

Project Description **:** The shooting time of Ghari Detergent Powder TVC was 2 days. The story of our project was about the daily life of Mosharraf Karmi. This project we have shown costs a lot for everything but one thing that is affordable which is Ghari detergent powder. This project was shot in Nine & Half studio. In this project our main cast was Mosharraf Karmi and his wife.

My Responsibility **:** I worked as an assistant director on this production. It was my duty to decide on camera positions and shot angles and to communicate with the chief director and cinematographer about this before the start of each shoot. I was also in charge of double-checking prop positions before shots, such as salad bowls, aquarium, and shirts etc. I was in charge of maintaining the shot sequence based on the storyboard and informing the crew about it before each shot, which specified which zone would follow next. I was in charge of communicating with Mosharraf Karim about his lines and informing him of which dialogue is going to be used when filming different scenes.



Image 7.1: *Setting Camera Angle for drawing room*

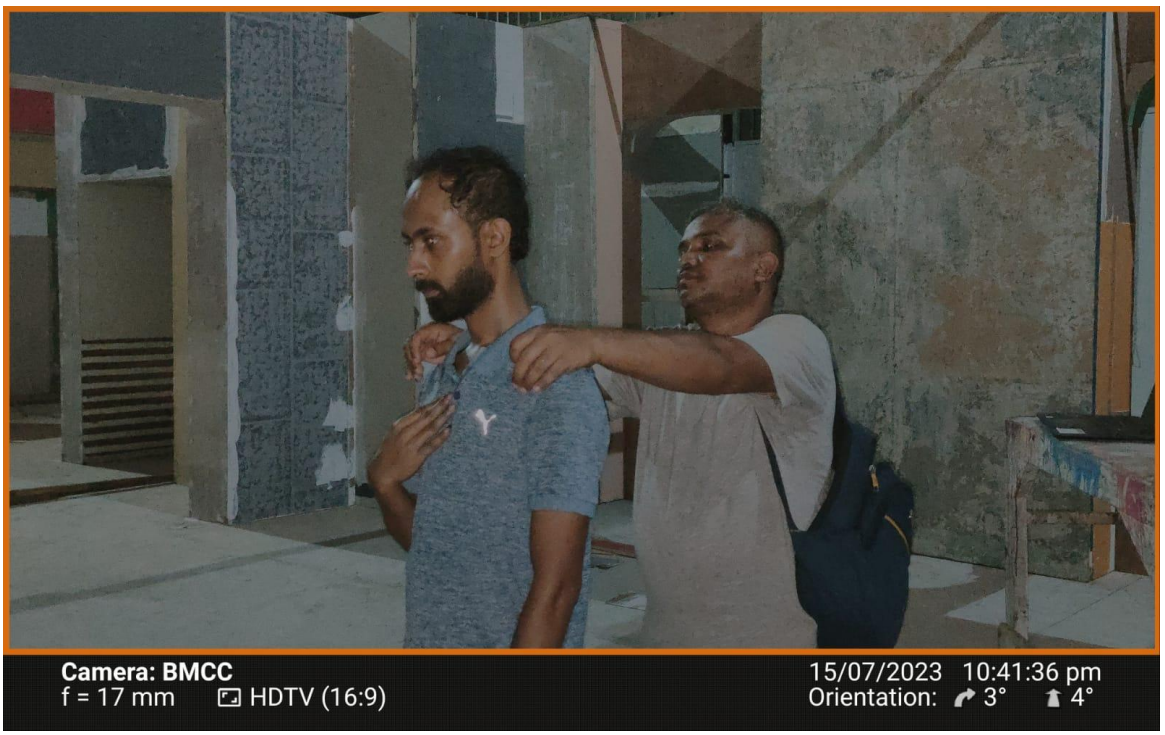


Image 7.2: *Setting Camera Angle for Bedroom Scene*



Image 7.3: *Setting Camera Angle for Drawing Room Scene*



Image 7.4: *Dining Room and Drawing Room Set Design*



Image 7.5: *Bedroom Shot of the Kid*



Image 7.6: *Director Playing with the Little Artist*





Image 7.7*: Look of Lead Artists*

\

My Mistakes:

- I ordered pastries of different flavors: chocolate, vanilla, blackforest. The shot included vanilla flavored pastry but due to numerous retakes we were out of pastries so I had to send someone again to bring pastries so my mistake was to order less amount of food in different flavors rather ordering the same food in huge amounts.
- I forgot to remind dialogues to the artist on time which made the crew wait before taking shots.

My Learnings:

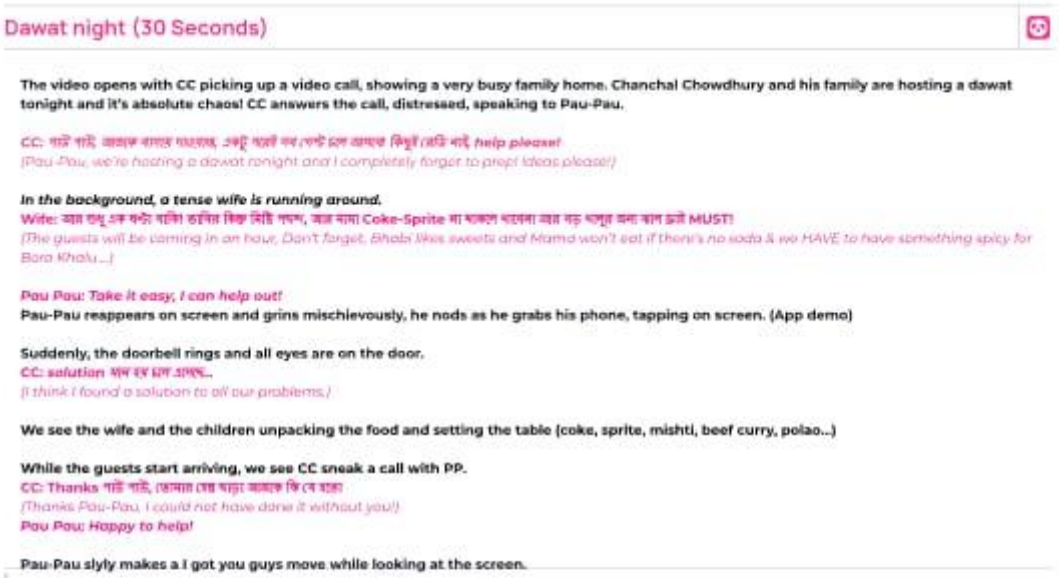
- The scene that includes food in such a case, I need to bring enough food to avoid food shortage because I might need retakes so can not use already used food.
- I learned to take shots where the scene depth will be captured properly.
- I also learned to take high shutter speed shots of kids as they are very playful and do not stay in the same position for a long time.
- It was a complete indoor shooting which helped me to learn about different sets, scene, position, lighting within the same location.

Project 8

Project title : Moodboard of Foodpanda x Pau Pau

Project Description : Basically we send the moodboard to the client. Everything about the project in the mood board is said in detail. Moodboard gives a complete idea and visualization about the project. A moodboard contains script, story telling, director's vision, objective, set reference, location, camera treatment, artist, sound, color etc everything in detail.

My Responsibility : In this project my job was to write the moodboard. A dawat night and game night script was given to me which included the whole idea of the advertisement concept. I used the idea of script and prepared the moodboard.



Dawat night (30 Seconds)

The video opens with CC picking up a video call, showing a very busy family home. Chanchal Chowdhury and his family are hosting a dawat tonight and it's absolute chaos! CC answers the call, distressed, speaking to Pau-Pau.

CC: পাউ পাউ, আজকে বাসায় মেহমান, একটু পরেই সব,পণ্ডই চলে আসবে কিছুই রেডি নাই, help please!
(Pau-Pau, we're hosting a dawat tonight and I completely forget to prept! Ideas please!)

In the background, a tense wife is running around.
Wife: আরে শুধু এক পদ্ধতি বাসায় তরিবত কিছু মিষ্টি পদ্দম, আজ দামা Coke-Sprite না থাকলে খাবেনা আর বড় খালুর জন্য ঝাল ডাবে MUST!
(The guests will be coming in an hour, Don't forget, Bhabi likes sweets and Mama won't eat if there's no soda & we HAVE to have something spicy for Bora Khalu...)

Pau Pau: Take it easy, I can help out!
Pau-Pau reappears on screen and grins mischievously, he nods as he grabs his phone, tapping on screen. (App demo)

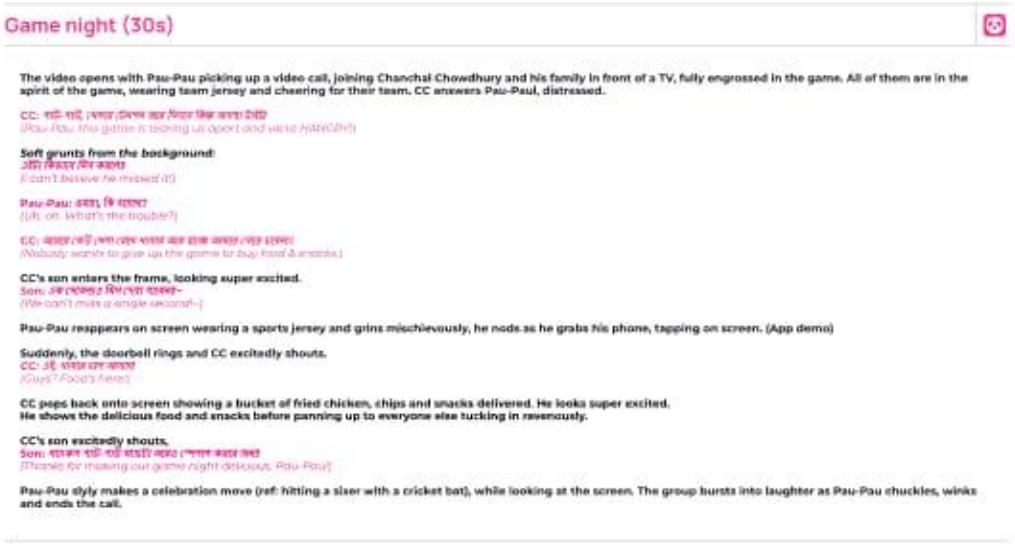
Suddenly, the doorbell rings and all eyes are on the door.
CC: solution পাই হয় মনে হচ্ছে...
(I think I found a solution to all our problems.)

We see the wife and the children unpacking the food and setting the table (coke, sprite, mishti, beef curry, polao...)

While the guests start arriving, we see CC sneak a call with PP.
CC: Thanks পাই পাই, তোমার যেহ আড়া আমাকে কি যে হতো
(Thanks Pau-Pau, I could not have done it without you!)
Pau Pau: Happy to help!

Pau-Pau slyly makes a I got you guys move while looking at the screen.

Image 8.1: *Dawat Night Concept Script*



Game night (30s)

The video opens with Pau-Pau picking up a video call, joining Chanchal Chowdhury and his family in front of a TV, fully engrossed in the game. All of them are in the spirit of the game, wearing team jersey and cheering for their team. CC answers Pau-Paul, distressed.

CC: পাউ-পাই, খেলায় টেনশন আর বিশ্যে কিক আসছা টাইট!
(Pau-Pau, this game is tearing us apart and we're HANGRY!)

Soft grunts from the background:
এইটা কিভাবে মিস করলো
(I can't believe he missed it!)

Pau-Pau: এযহা, কি হয়েছে?
(Uh, oh. What's the trouble?)

CC: আমরা কেউ কিন্তু খেলা ছেড়ে খাবার আর স্নাক্স আনতে যেতে চাইনা!
(Nobody wants to give up the game to buy food & snacks.)

CC's son enters the frame, looking super excited.
Son: এক সেকেন্ডও মিস করা যাবেনা~
(We can't miss a single second~)

Pau-Pau reappears on screen wearing a sports jersey and grins mischievously, he nods as he grabs his phone, tapping on screen. (App demo)

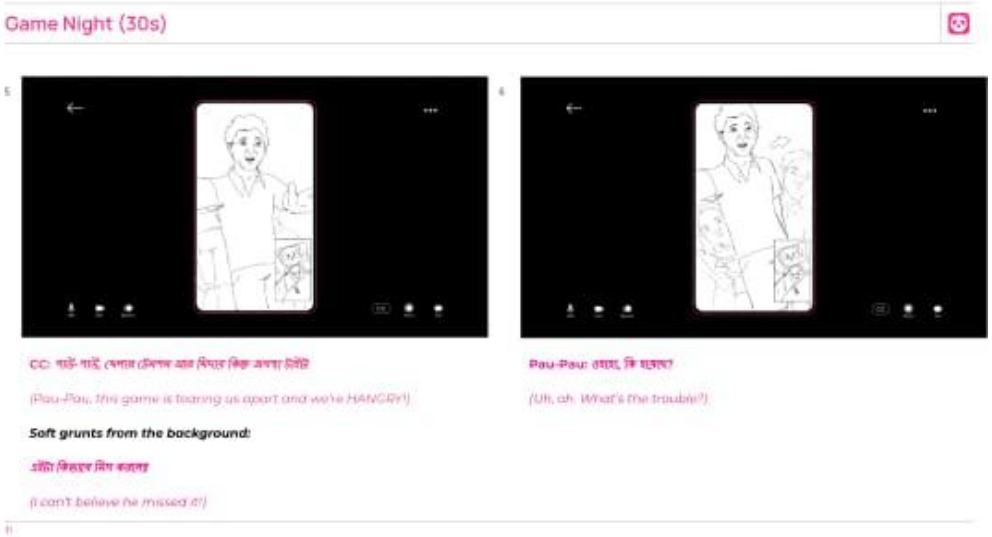
Suddenly, the doorbell rings and CC excitedly shouts.
CC: ওই, খাবার চলে আসছে
(Guys? Food's here)

CC pops back onto screen showing a bucket of fried chicken, chips and snacks delivered. He looks super excited.
He shows the delicious food and snacks before panning up to everyone else tucking in ravenously.

CC's son excitedly shouts,
Son: থ্যাঙ্কস পাউ-পাই মজাটা লাগছে (স্পেশাল করার জন্য
(Thanks for making our game night delicious, Pau-Pau!)

Pau-Pau slyly makes a celebration move (ref: hitting a sixer with a cricket bat), while looking at the screen. The group bursts into laughter as Pau-Pau chuckles, winks and ends the call.

Image 8.2: *Game Night Concept Script*



Game Night (30s)

CC: পাউ-পাই, খেলায় টেনশন আর বিশ্যে কিক আসছা টাইট!

(Pau-Pau, this game is tearing us apart and we're HANGRY!)

Soft grunts from the background:

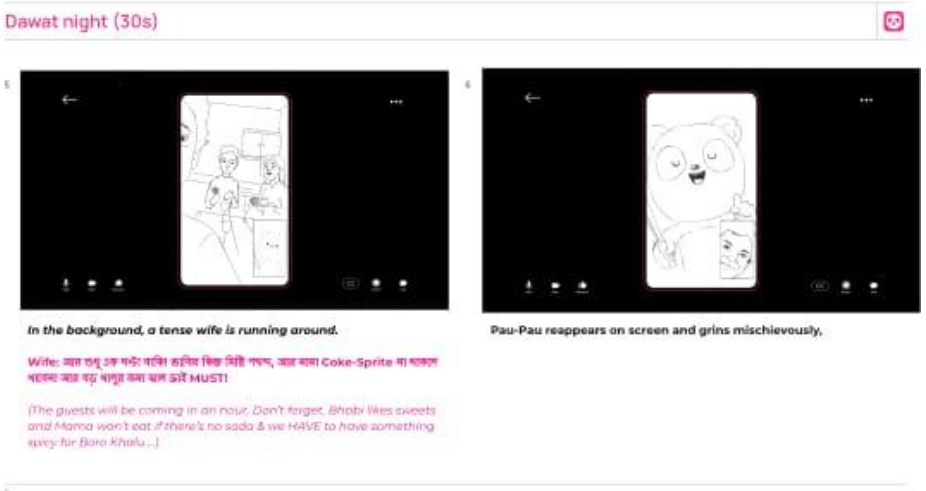
এইটা কিভাবে মিস করলো

(I can't believe he missed it!)

Pau-Pau: এযহা, কি হয়েছে?

(Uh, oh. What's the trouble?)

Image 8.3: *Different Scenes*



Dawat night (30s)

In the background, a tense wife is running around.

Wife: আরা তবু এক ঘন্টা বাকি তাদির কিন্তু মিষ্টি পছন্দ, আর মামা Coke-Sprite না থাকলে খাবেনা আর বড় খালুর জন্য ঝাল চাই MUST!

(The guests will be coming in an hour. Don't forget, Bhabi likes sweets and Mama won't eat if there's no soda & we HAVE to have something spicy for Boro Khalu...)

Pau-Pau reappears on screen and grins mischievously,

Image 8.4: *Different Scenes*

Based on the previous script and concept scenes I wrote the moodboard.



***Image: 8.5**: Front page of the moodboard*

FOODPANDA

Foodpanda is more of a brand that focuses on the peoples need when they are craving for food or daily necessary things. FOODPANDA has become an inseparable part of people's daily lives. Foodpanda assists us by making our lives easier in every occasion and season, from ordering meals to fulfilling everyday grocery needs. The film illustrates FOODPANDA's service and aid in our daily lives in a highly visible way, complying with their vision "Tasty Food in a Few Taps." The new character Pau Pau, who is reflective of foodpanda's fun, warm, and vibrant personality, also cares about empowerment and the environment. The script is all along very much realistic. The film overall must possess the energy and storytelling must be vivid enough. Foodpanda X Pau Pau the unconditional adviser of foodpanda is what we want to portray.



***Image 8.6**: My writing about Foodpanda*



***Image 8.7**: My writing about the storytelling*



***Image 8.8**: My writing about the storytelling*

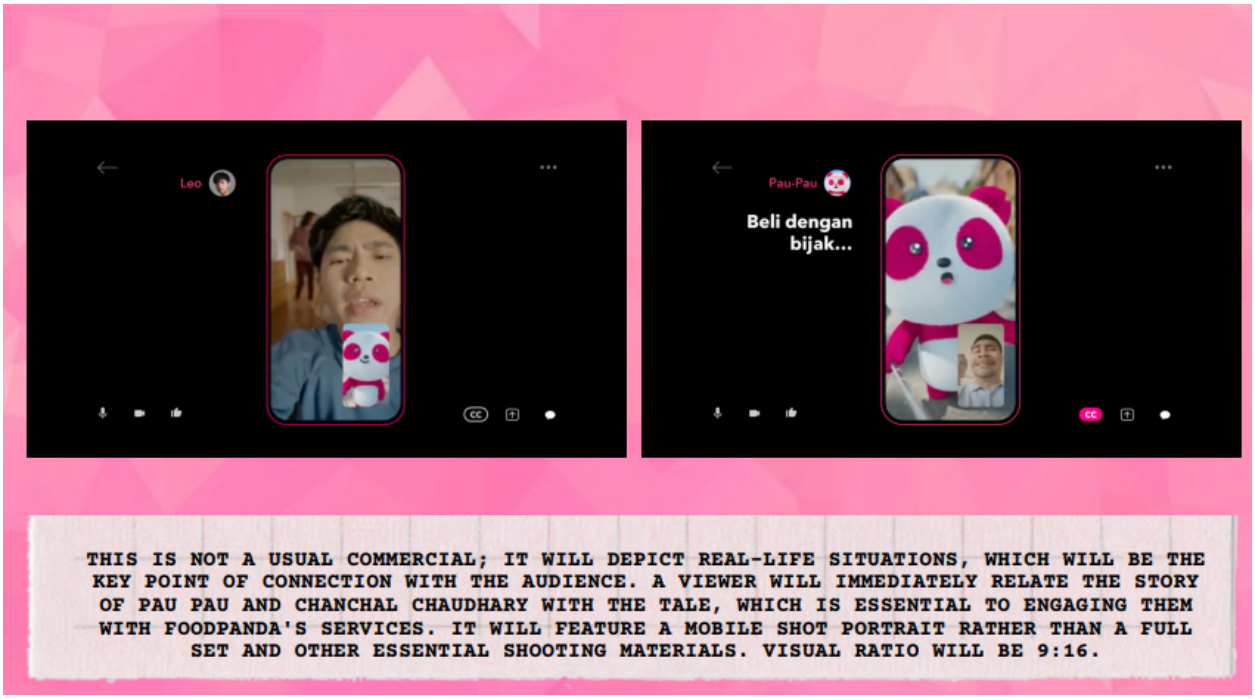


***Image 8.9**: My writing about the storytelling*

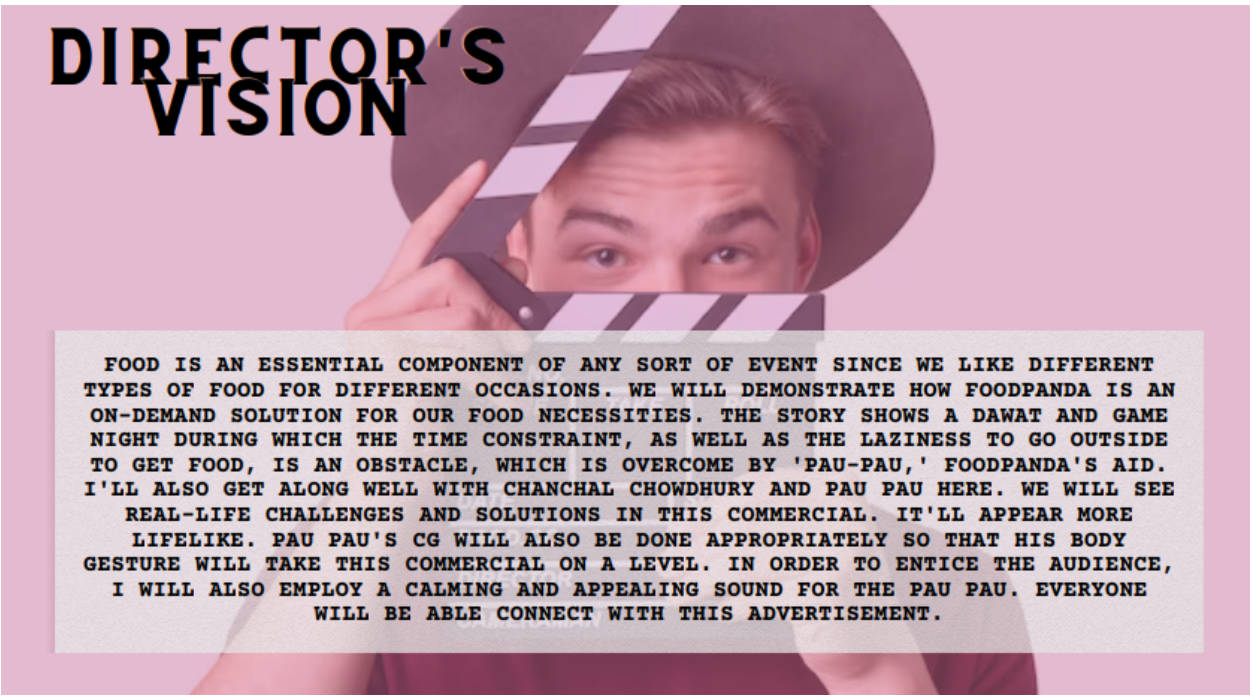


***Image 8.10**: My writing about the Director's vision*



***Image 8.11**: My writing about this TVC objective*

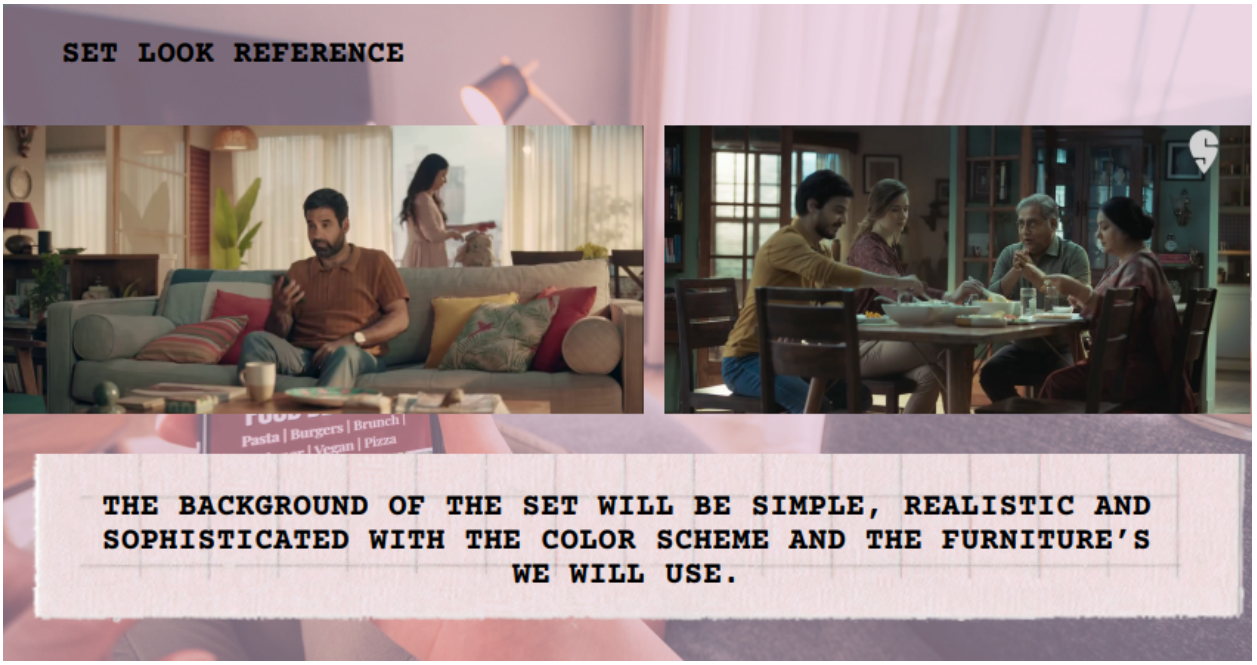


***Image 8.12**: My writing about the set reference*



***Image 8.13**: My writing about the location*

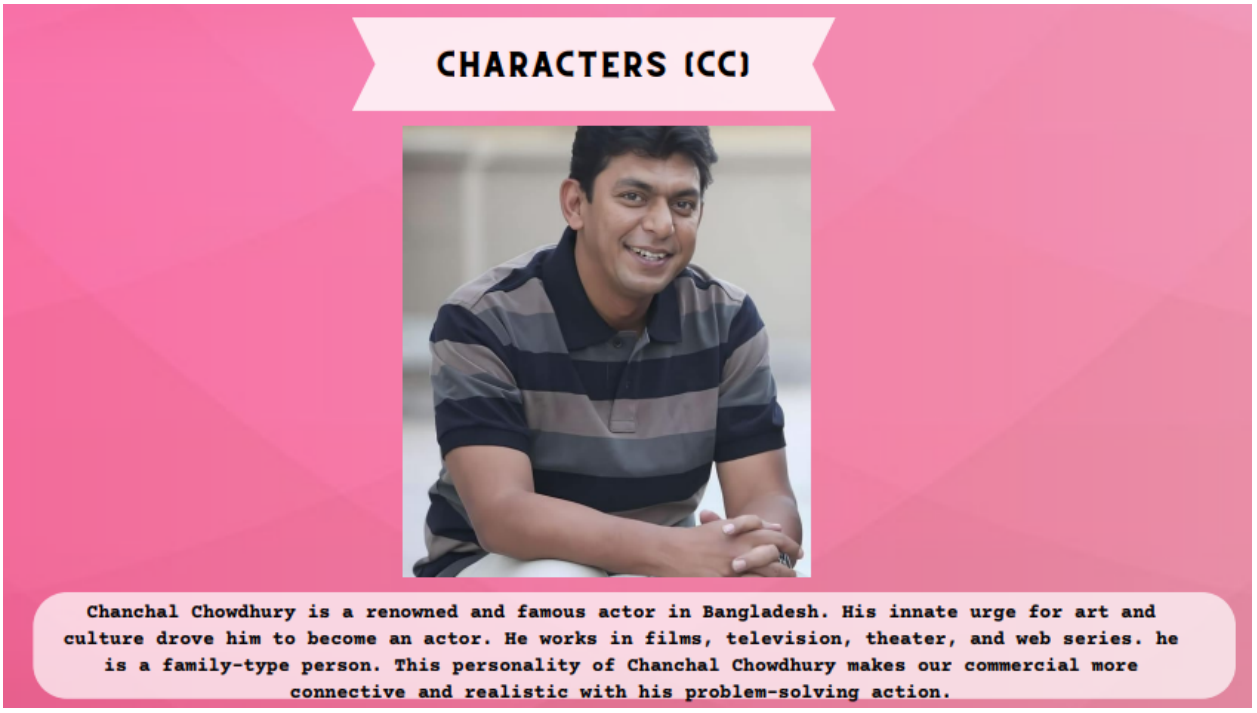


***Image 8.14**: My writing about the main cast*



***Image 8.15**: My writing about the shot technique*

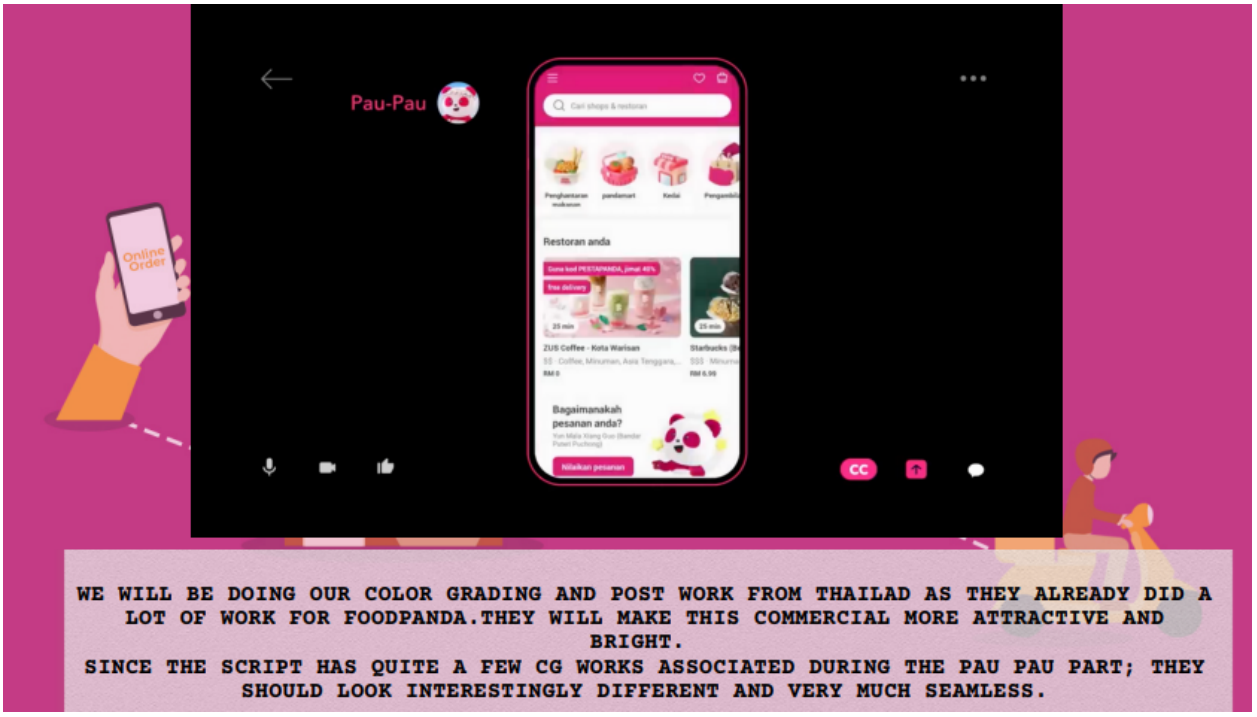


***Image 8.16**: My writing about the color grading*

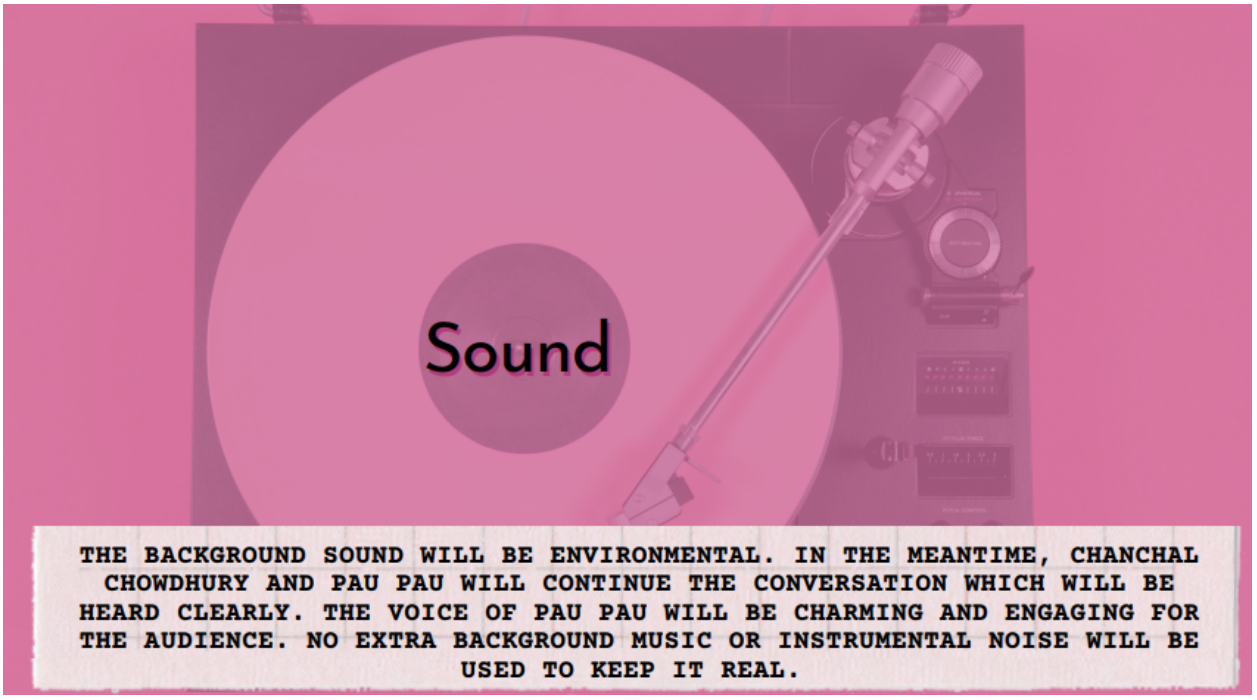


***Image 8.17**: My writing about the sound*



***Image 8.18:** My writing about the cinematographer*

My Mistakes:

- My first mistake was I simply described it without connecting to the reader.
- My anther big mistake was that I wrote the mood board as regular description rather than mentioning the connectivity.

My Learnings:

- This is the first time I have written a moodboard. So I learned the writing style of a moodboard. In Mood Board writing should have a dramatic feel.
- I also learned that moodboard should also be written according to the thoughts and visualization of the director.
- I also learned that mood boards must use some word's beautiful sennames to make the sentences more interesting and dramatic.

Internship Outcome

Benefits

- I have got the experience to work with professionals of the media industry.
- I have understood different procedural works of client vs agency meetings, artist selections, location selection, shooting environment.
- I have worked as a team member with other assistant directors and followed different instructions of the director
- I have become more career-oriented and also this internship phase has helped me to identify which specific role I would like to ace in my future.

Drawbacks

- The office time (11.00 AM to 8.00 PM) was a bit off for me as it was tough to balance my academic workload after office.
- Sometimes the workload became too tough for me to manage.
- Sometimes there was no weekend holiday.
- It became tough for me to communicate back and forth with different team members sometimes as everyone remains busy with their task on shooting day.

The Workplace Log

Adnan ভাই এর সাথে meeting attend করেছি, যে গানে ৫ জন director এসেছিল তাদের গানের কাহিনি শুনাতে, তাদের গান গুলো ছিল OTT Platform এর জন্য। আমরা ৫ জন Director এর গান শুনলাম এবং তাদের ~~Feed~~ গানের উপর মন্তব্য করলাম। কোন গান Unique আর কোন গান ordinary যা ~~ই~~ আমরা আগে দেখেছি।

#



আমি Pre Production team এর সাথে কাজ করলাম। আমার ওপর কাজ Runout Films এর তৈরী করা TVC গুলো দেখা। এরপর অন্য দেশের TVC গুলো দেখে আমার পছন্দের TVC গুলো দিয়ে একটা Playlist তৈরী করা। এর পাশাপাশি আমাকে দেয়া হল Editing এর কাজ। GP Gaming TVC জন্য audition দিতে তাদের audition এর clip গুলো দিয়ে 40 Sec এর একটি video বানাতে হবে। এই video editing এর কাজটি আমি করেছি। ওই video গুলো client কে তারপর তার ঐ ফোন থেকে cast select করতে।



Naming TVC এর লিস্ট করে একটি ~~Play~~ Playlist বানাতে হবে, এর মাঝে CR Parade এ গিয়েছিলাম। Office টা ছিল আসতে এবং Bashundhora ~~daya~~ dayapant এর CR update এর কথা বলতে, এর পর সোহ্না দিতে একজন Cant এর ~~vido~~ audition এর video edit করেছি।

Coke এর shooting এ গিলাম as an assintant spot editor.

Coke এর offline editing এ গিলাম।

বাসা থেকে শিরপুর DOHS গিয়েছি Hard-drive collect করতে, ঐখান থেকে শিরপুর Goft Himalaya shooting এর Props (Helmet) আনতে, ঐ খান থেকে শিরপুর ৩০ গেছি। কিন্তু যেমন Helmet চাচ্ছিল তেমন টা পাইনি।

Sound design studio গিয়েছি Puneit এর dubbing এবং Bashundhora dayapant এর কিছু correction ~~dit~~ দিতে। এরপর Teleo TVC reference এর playlist বানিয়েছি।

Puneit এর dubbing correction এর জন্য sound studio গিয়েছিলাম। এরপর Premier-Pro তে action transition and time ramping transition বানিয়েছি।

Mi Redmi Phone এর shooting এর BTS shoot করতে গিয়েছি।

BTS editing.

BTS editing done and referencing.

BTS editing correction, Upcoming Gp TVC meeting attend করেছি এবং Refereneing.

Gp shooting referencing for Beam.

Himalayan

Location :- ① Gulshan - 2 circle.

② Gulshan-2 এর Sheraton এর opposit ও Braela Bank এর Building.

③ Gulshan Road - 60 Pakistan Ambani opposit side / Road - 31.

④ Nine and half.

Costume :- ① Outdoor and Music studio same dress.

② Washroom এর ~~set~~ shot.

③ Product shot.

Product :- Product এর মুক্তা উল্টা করে লাগায় check করতে হবে ঠিক মত কাজ হয় নাকি।

Artist and Makeup - 5.30 am at office.

Full team Gulshan-2 circle at 6.00 am.

Bike look. Helmet 2টা look. Rider - Black and Protagonist - Olive Green.

Pakistan / Srilankan ambassi shot এর জন্য background artist ৯০ জন।

Bike looking glass change হবে, check দিতে হবে।

Ant এর জন্য glass লাগাতে 8/10 pices. different size and shape এর।

Last sequence washroom.

Route plan

5.15 am — Shaion. (Apibag)

~~5.45~~ 5.30 am - Minaz Bhai. (Ameen life hospital)

5.45 am - Dop Mamun Bhai. (Bonosree)

Cp gaming TVC shooting এর Bts shoot করতে গিয়েছি।

Cp gaming TVC shooting and ~~edited~~ editing.

Cp gaming TVC location :- Dhaka University campus, Narayangonj থানি উন্নয় বোর্ড and ~~Nine~~ Nine and half.

Cp BTS Editing.

Cp BTS connection and editing.

Robi - যারবে তুমিও

Music Refreneee - i) ~~বাচ্চা গাচ্ছে~~ } ব্যবহৃত হবে।
ii) clap musia

Science Fair - Booth Refreneee নেয়াবে।

আলমারি বই দিয়ে ভরা থাকে থাকে - Bornvita Refreneee.

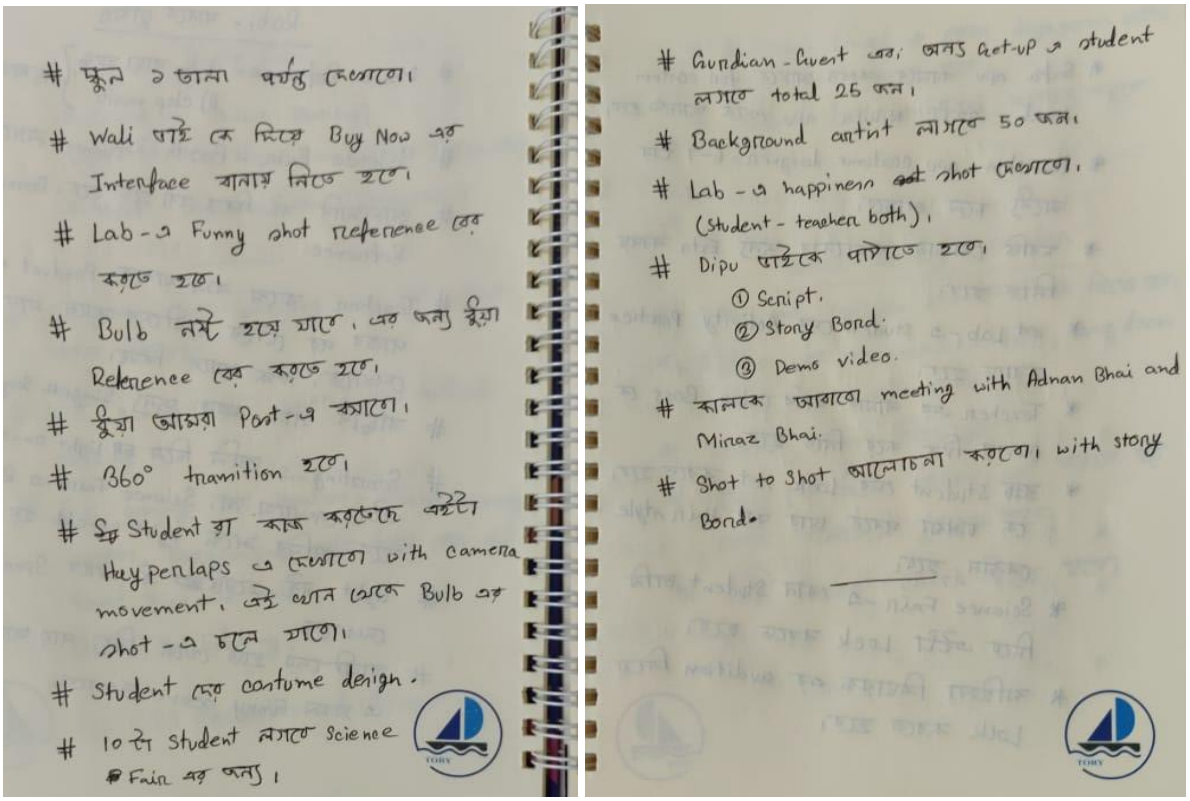
Teacher রুমে বসা থাকবে, Product খুলে খাবার পর দৌড়ে ছাত্রীদের কাছে যায় দেখাবে, ~~দিক~~ আবে কিনব।

বাচ্চার গান করার জন্য ~~Singer~~ Song Ref.

Starting-এ তানি দিবে ~~না~~ Light on-~~off~~ হয় এটা দেখাবে না, Science Fair-এ Revil হবে তানির সাথে light on-off হয়।

light নষ্ট হয়েছে ~~হ~~ যে সাথে Spank দেখাবে।

ছাত্রী-দের হাত থেকে কিছু পড়ে যাচ্ছে এ সকল Funny scene দেখাবে।



স্কুল ২ তালা পর্যন্ত দেখানো।
Wali ভাই কে দিয়ে Buy Now এর Interface বানায় নিতে হবে।
Lab-এ Funny shot reference বের করতে হবে।
Bulb নষ্ট হয়ে যাবে, এর জন্য ডুয়া Reference বের করতে হবে।
ডুয়া আমরা Post-এ করাবো।
360° tranition হবে।
~~Sir~~ Student রা কাজ করতেছে এইটা Hey perlaps এ দেখাবো with camera movement, এই স্পট থেকে Bulb এর shot-এ চলে যাবে।
Student এর costume design.
10 টা student লাগবে Science Fair এর জন্য।

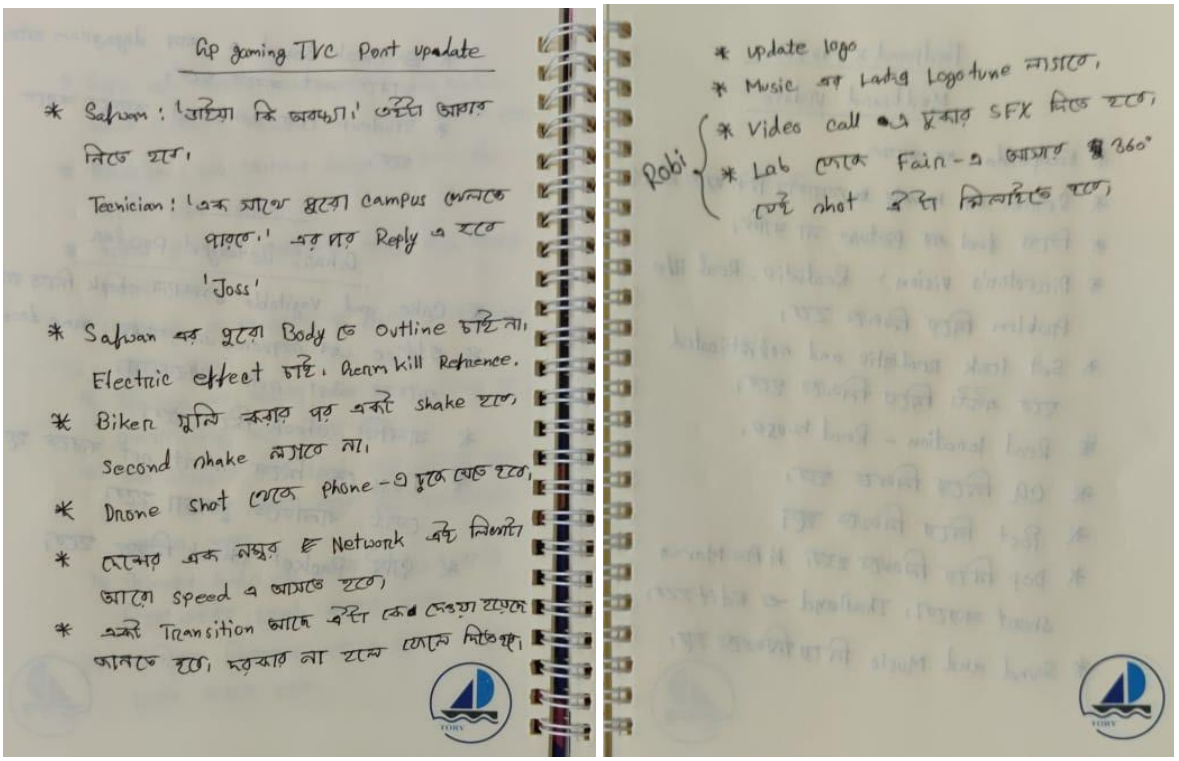
Guardian-Event এর জন্য Get-up এ student লাগবে total 25 জন।
Background artist লাগবে 50 জন।
Lab-এ happiness ~~sot~~ shot দেখানো। (student-teacher both).
Dipu ভাইকে পাঠাতে হবে।
① Script.
② Story Bord.
③ Demo video.
কালকে আমাদের meeting with Adnan Bhai and Mizaz Bhai.
Shot to shot আলোচনা করবো। with story Bord.

* Safa apu কাদকে কখন আসতে for costum trial - এইটা Nikita apu থেকে জানতে হবে।
* Nowshin apu costume designer 6-7 টার মধ্যে চলে আসবে।
* দরকি দোকান যাওয়ার জন্য Extra কাপড় নিতে হবে।
* ~~set~~ Lab-এ student দের Activity Practice করাতে হবে।
* Teacher এর বাসার পর্দার color Boss কে দেখায় দিক করে নিতে হবে।
* ~~Sat~~ student দের Look net করতে হবে, কে চশমা পরবে আর কার Hair style কেমন হবে।
* Science Fair-এ কোন student আসি দিবে এইটা Lock করতে হবে।
* মহিলা বিভাগ এর audition নিয়ে Lock করতে হবে।

* ~~Br~~ Black Board এ কোন dayagram আঁকা থাকতে net করতে হবে।
* Student দের rehearsel কালকে করতে হবে।

Ghari Detargent Powder

* Cake and Vagitable কালকে check দিতে হবে।
* Office এর sequence এবং বাসায় same dress থাকবে Just suit থাকবে না।
* বালতি check দিতে হবে।
* Boss কে দিয়ে shirt net করতে হবে যেইটা বালতিতে ডুবানো হবে।
* গুড়ি Packet check দিতে হবে।



Gp gaming TVC Post update

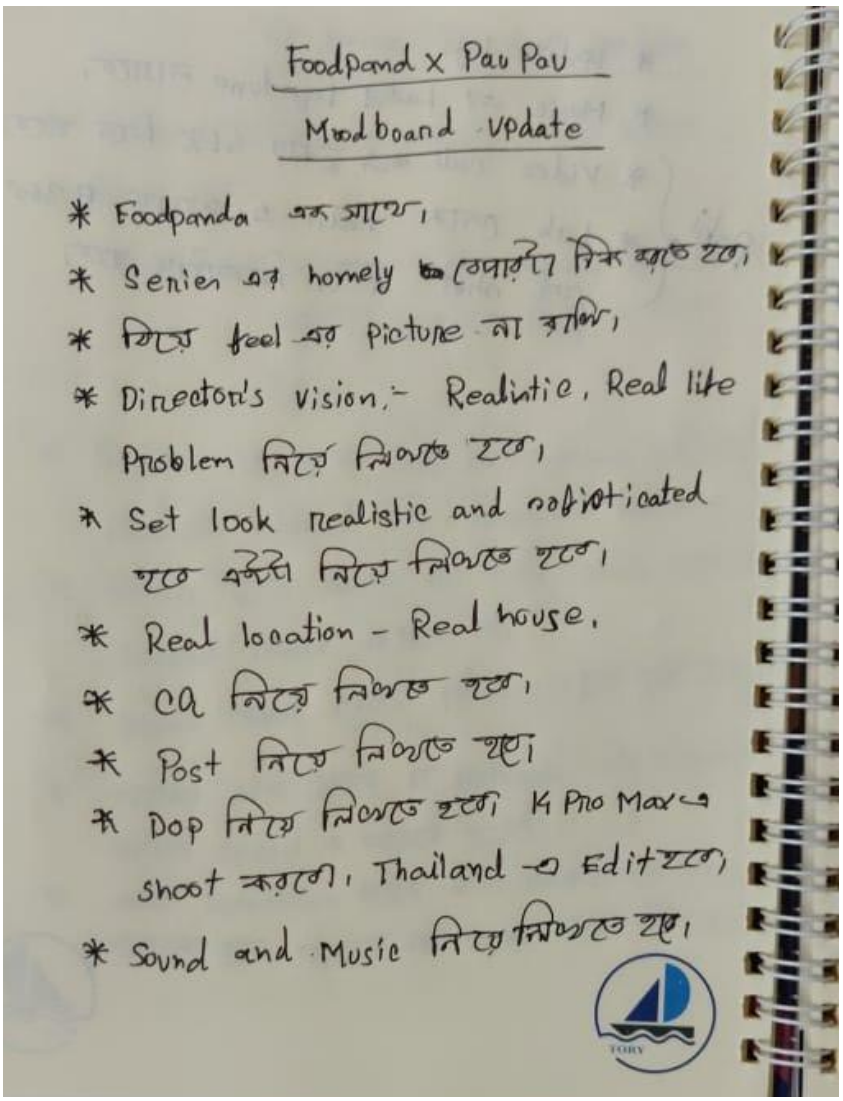
* Sahan : 'তাইয়া কি অবস্থা।' এইটা আবার নিতে হবে।

  Tecnician : 'এক সাথে দুইটা campus খেলতে পারবে।' এর পর Reply এ হবে

  'Joss'

* Sahan এর দুইটা Body তে Outline চাই না, Electric effect চাই। Realm kill Reference.
* Biker দুনি করার পর একটি shake হবে, Second shake লাগবে না।
* Drone shot থেকে Phone-এ ঢুকে যেতে হবে,
* শেষের এক নম্বর ই Network এর নিলটা আরো speed এ আসতে হবে।
* একটি Transition আছে এইটা কেও দেওয়া হয়েছে জানতে হবে, দরকার না হলে ফোনে নিতে হবে।

Robi
* update logo
* Music এর Last এ Logotune লাগাতে,
* Video call এ ইকার SFX দিতে হবে,
* Lab থেকে Fair-এ আসার 360° এই shot এইটা মিলাইতে হবে।


Foodpand x Pau Pau

Moodboard Update

* Foodpanda এর সাথে।
* Senier এর homely ভাবাটা কি করতে হবে।
* নিজে feel এর picture না করি।
* Director's vision :- Realistic, Real life Problem নিয়ে নিয়ে হবে।
* Set look realistic and sofisticated হবে এমনটা নিয়ে নিয়ে হবে।
* Real location - Real house.
* CG নিয়ে নিয়ে হবে।
* Post নিয়ে নিয়ে হবে।
* Dop নিয়ে নিয়ে হবে। Ki Pro Max এ shoot করবে। Thailand এ Edit হবে।
* Sound and Music নিয়ে নিয়ে হবে।

Professional Competencies

I have successfully completed my 3 months internship period from Runout Films as an assistant director (Intern). It has been a great opportunity for me to be able to work in a renowned company with many professionals and many leading brands.

Knowledge

- I have gained knowledge of the working process of an assistant director from handling meetings to going to shooting.
- I have gathered proper knowledge on referencing.
- I have learned briefing to different personnel while the shoot is ongoing.
- I have learned to prepare a moodboard to present to clients.

Skills

- I have learned to make behind the scene videos of real time shooting.
- I have gathered sound knowledge over audio selection for particular videos.
- I have improved my skill of editing videos
- I have improved my communication skills with professional persons.
- I have learned how to deal with clients and agencies and also prepare before meeting and present different key note in the meeting

Attitude

- I have become more disciplined and punctual about dealing with professional work.
- I have gained strengths to work under pressure.
- I have gained confidence in myself as a professional.
- I have adapted professional manners and learned how to behave and work in the media industry.

MSJ043

SELF-ASSESSMENT FORM

The purpose of this survey is to obtain students input on how they think they have performed.

Name of Intern : Shaion Ahmed

University ID : 173012056

Name of the Institute/Organization:	Runout Films		
Corporate Office Address:	Block-D, House#2 Rd No. 5, Dhaka 1212		
Email:	runout.films@yahoo.com	Web:	runout-films-ltd.business.site

1. During a typical week, approximately how many hours did you dedicate to your internship?

54 Hours

2. Was your internship paid? If yes, how much?

Yes. 5000 BDT Per Month

3. Was your site supervisor available to meet when needed? Tick any one of the following.

☐Not at all ☐Slightly ☐Moderately ☐Quite a bit ☑A great deal

4. Next, we would like to know how you were affected by your internship. Using the scale below, please indicate the degree to which participation in your internship experience increased or strengthened your abilities, attitudes, awareness or understanding in each of the areas identified:

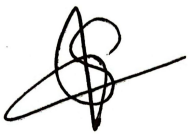
1=Not at all 2=Slightly 3=Moderately 4=Quite a bit 5=A great deal

NO	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	5
2	I believe in my ability to make a difference.	5
3	I am open to new experiences.	5
4	I have gained the capacity to be more productive.	4
5	I can recognize my personal strengths.	5
6	I can recognize my personal weaknesses.	5
7	I have a sense of personal achievement.	5
8	I have the ability to persevere in difficult tasks	4
NO	CRITERIA (Social/Interpersonal Impact)	
9	I demonstrate concern for the welfare of others	5
10	I can be understanding and appreciative of people with diverse backgrounds	5
11	I have the ability to work cooperatively with others	5
12	I have the ability to communicate effectively	4
13	I have increased my ability to be a leader	4
14	I feel more connected to my community	4

NO	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	5
16	I have broadened my critical thinking skills (reasoning, problem solving)	3
17	I have learnt the ability to work independently	3
18	I feel my classroom learning was enriched	4
19	I have the ability to connect academic subject matter to the real world.	4
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialized technical skills for a specific job function	4
21	I broadened my future employment possibilities	4
22	I received an opportunity to explore a specific career	3
23	I developed realistic ideas about the work world	5
24	I narrowed my future possible career choices.	5
25	**What is your average score from this test?**	4.38

5. General Comments

I experienced the work process of a production house. I learned how to work with team members. My communication skill developed a lot while briefing in the meeting about stories narrated by directors.



_____

Signature of Intern

Appendices

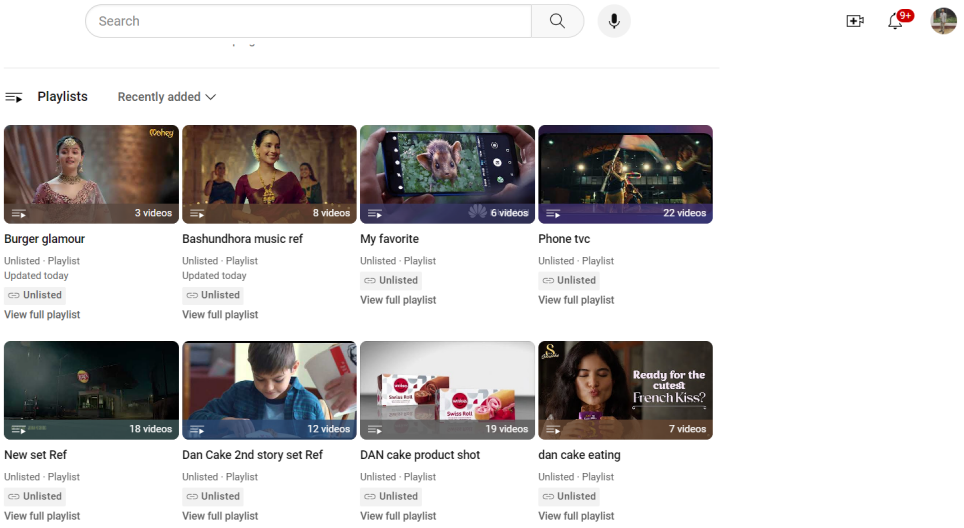


Image 10.1: *My Referencing Playlist*

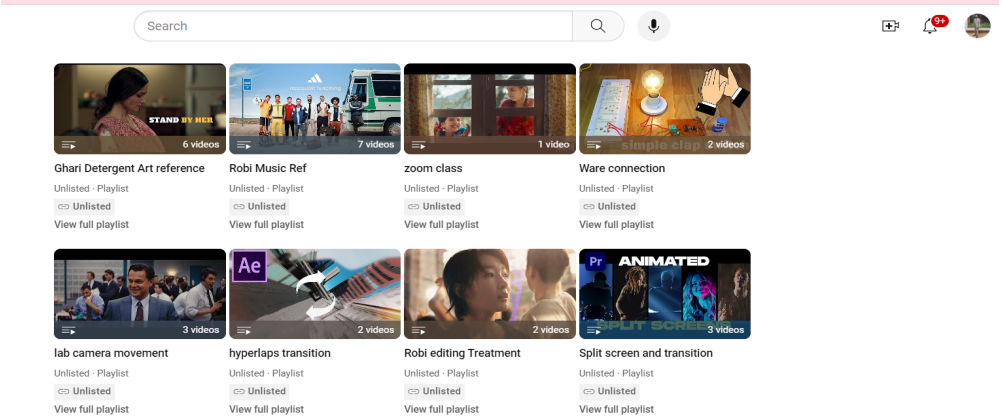


Image 10.2: *Set Idea References*

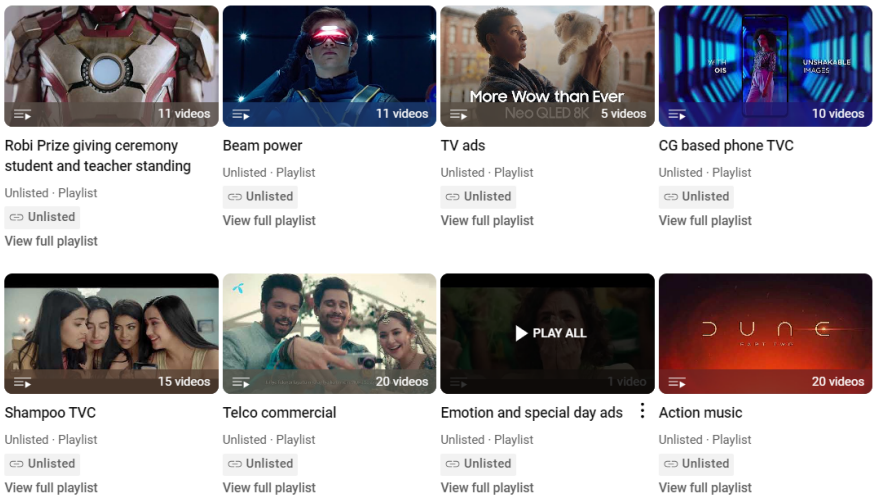


Image 10.3: *Action Ideas*



Image 10.4: *Wrap Up of Polar Shoot*



Image 10.4: *Break Time while Shooting of Robi*



Image 10.5: *Costume Trial of Safa Kabir*



Image 10.6: *Different Costume Update from Costume Designer*



Image 10.7: *Snippet of Conversation with Adnan Al Rajeev*



Image 10.8: *Instructions and Updates from Adnan Al Rajeev*



Image 10.9: *Conversation on GP BTS*