Media Studies and Journalism

Internship Report

Submitted by

Name: Tausif-Ul Alam Zulfiquer

ID: 132012008

Term: Spring 2021

Course Code: MSJ 11498 & MSJ 11499

Host Organization: Runout Films

Date of Submission: May 24, 2021

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STUDENT DETAILS

Name	Tausif-Ul Alam Zulfiquer
ID	132012008
Department	Media Studies and Journalism
Major Concentration	Digital Production
Minor Concentration	English
Career Objectives	To be dynamic to any efficient and established media production-based workflow, both logistical and creative.

INTERNSHIP DETAILS

Host Organization	Runout Films House:2, Road: 5, Block: D, Niketon, Dhaka
My Working Section	Line Producer
Supervisor	Md. Habibur Rahman Tareq, Producer
Designation	Intern
Start Date	March 1, 2021
End Date	May 22, 2021
Hours Per Week	60+
Total Working Period	Approximately 12 Weeks

ACKNOWLEDGEMENT

These past few months were wonderful to me. I genuinely had a positive experience by facing new challenges and learning new things, which had to aid me to be a better human being by working in the most prominent TVC production House.

I would love to say my thanks to Mr. Md. Habibur Rahman Tareq, Producer, and Mr. Adnan Al Rajeev, Director and owner of Runout Films for such opportunity, serendipity, help, and encouragement which was given to me during my internship.

I would also extend my thanks to my internship supervisor Mr. Wafi Aziz Sattar, Lecturer, University of Liberal Arts Bangladesh for his guidance and suggestions during my internship.

My thanks also extend to my friends and parents who were there for me with encouragement and support.

Finally, I would love to express my gratitude to all those who have helped me out in the completion of this effort, especially to my colleagues.

MS

J041

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 acknowledgment (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: Tausif-Ul Alam Zulfiquer
ULAB ID: 132012008

Signature RIZAT ZULFIQUER

MSJ

042

INTERNSHIP REPORT APPROVAL FORM

Student Name: Tausif-Ul Alam Zulfiquer ID No. 171012066

Major: Digital Production Year: 2021

Local Phone: +880-17390-22580 Email: rizat56@gmail.com

INTERNSHIP/PROJECT INFORMATION

Internship Organization/Project: Runout Films

Internship /Project Report Topic:_____

Semester (Tick one): ☑ Spring 2021 ☐ Summer 2021 ☐ Fall 2021

Advisor APPROVAL

(Please place a Tick)

☑ Approved ☐ Not Approved ☐ Partial Re-write ☐ Full Re-write

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

Signature: _____ Date: **24/05/2021**

Name: Wafi Aziz Sattar

Title: Lecturer

E-mail: wafi.sattar@ulab.edu.bd

Phone: +8801754947423

INTRODUCTION

The new media is dominating the spectrum of digital visualization. The growth had even impacted more due to the COVID-19 situation. But, as long as media exists, advertisements will never become extinct. Advertisement demand had increased rapidly which had created a lot of competition and variation of a new production house. Such production houses cannot sustain with just movies and show making, that is why they are dependent on advertisement making so that they can sustain themselves and create larger networks and capital.

With the increasing number of online platforms, Advertisement scopes are increasing. A newer variation of products and services is increasing. As this growth happens, more demand calls for production houses. That is why production houses are increasing along with agencies, light rental houses, music studios, and so on.

As a student of Digital Film and Television Production, I wanted to work in a production ambiance. As a growing industry and such a dynamic sector, I felt like such a sector will fulfill my career objective. That is why I have joined Runout Films – one of the most prominent of many Commercial production houses.

Runout Films is a Commercial Production house that passionately builds advertisements for television and online platforms. Runout Films create an advertisement with creative ideas, storytelling through design, precision production values, and networking. Their advertisement making has created acceptance amongst the general public with their ability to converge, connecting with the audience, and never stopping creativity. They don't only stop at creating advertisements, they also create documentary films, OVC, Fiction, feature films, AV, web series, and more.

Adnan Al Rajeev, Director, and owner of Runout Films have created this production house back in 2010 with Md. Habibur Rahman Tareq. Adnan Al Rajeev had begun to work in the industry by being Assistant Director of Mostofa Sarowar Farooki and later on created his own production house.

EXPECTATIONS

My Beginning expectation was to get into the professional environment and see how real-life works beyond the classes and assignments. When I started, I was assigned to the producer's team. These were my expectations:

- Understanding meeting setups and behaviors
- Making networks of many agencies
- Budgeting
- Planning ahead
- Team dynamism
- Maintaining formal behaviors with clients, agency, team members, and boss

HOST ORGANIZATION

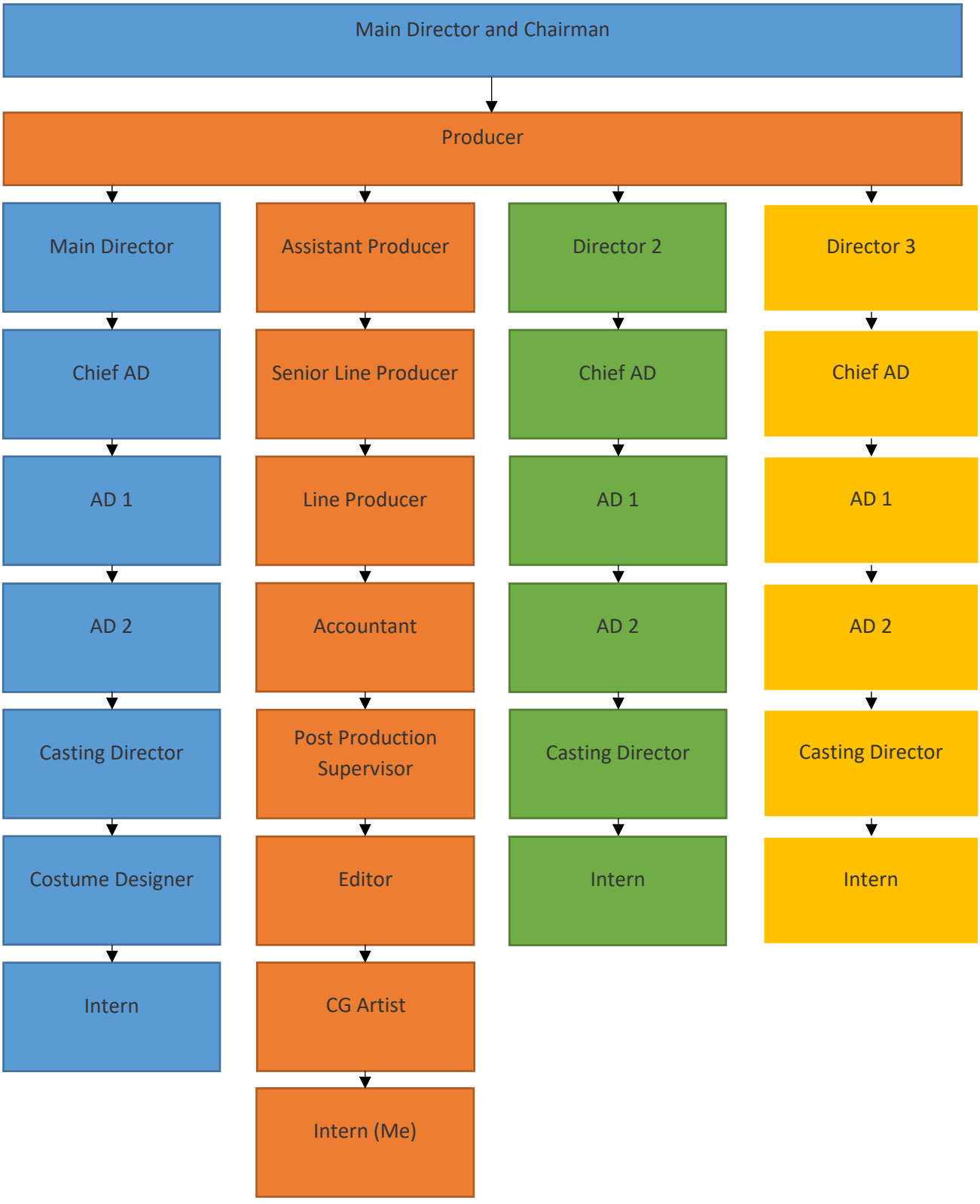
Runout Films at a Glance:

Organization type:	TV Production House
Incorporation Status:	Private limited
Year of Establishment:	2010
Address:	House: 2, Road: 5, Block: D, Niketon, Dhaka
Website:	www.runout-films-ltd.business.site/

Client List:

- Marico
- Grameenphone
- Banglalink
- Pepsico
- Dabur
- Foodpanda
- Skitto
- Bkash
- Unilever
- Foodpanda
- Robi
- ICICI Bank
- Ispahani Group
- Apex Footwear
- Fresh
- SMC
- Square Food and Beverage LTD.
- Akash DTH
- The Coca Cola Company
- Huawei
- Uber
- LG
- Airtel
- Samsung
- KFC
- Pizzahut
- Pran
- Brooke Bond
- Bata
- Belissimo

HOST ORGANIZATION'S ORGANOGRAM



TASKS

I have been working at Runout Films since March 1, 2021 as an intern in the producer's team. Here are my responsibilities:

- Arrange and attend meeting with agency, clients and the team in both online and physical
- Maintain Production flow and problem solving in a production
- Keep notes and reminders for the Producer and Senior Line Producer
- Perform Major office maintenance and repairs
- Give feedback to the directors and producers of client and agency meeting
- Give post production feedback every day to the owner and producer
- Investigate cost fluctuations and abnormalities of production cost and report back to the producer

PROJECT 1

Project Name: Kumarika Hair Oil
Type of Work: TVC
Client: Hemas Manufacturing
Assignment Date: March 5, 2021
Online Publishing Date: April 25, 2021

Project Brief: My host supervisor gave me information through our senior Line Producer to start my role as an Assistant Line Producer in this project. Adnan Al Rajeev was the director and my mentor at that moment as Md. Habibur Rahman Tareq, the producer was sick and isolated in corona. And on Behalf of Mr. Tareq, Murad Ahmed Shuvo, Senior Line Producer was there to introduce me to the whole crew step by step, like production managers, casting directors, Assistant directors, and so on. The main objective of these TVC is to promote their hair oil product. **Agency was Anonymea.** The shooting was done in Studio Nine n' Half. DOP was Morshed Bipul, Spot editor Monem Mollah, Offline Edit is done by Shaibal Rabby Jitu.

Tasks and Responsibilities:

- Be introduced to the whole team and production team by observing under the supervision of Murad Ahmed Shuvo and get into the flow.
- Maintained contract signature of the artist, reminded certain things to the senior Line Producer.
- Made sure that the Agency people were well fed and satisfied.
- Learned about costume giving and receiving formalities to the agency for photoshoots.
- Solved all problems during the production, like generator cut-out problems, dogs getting into the set, food demand of a celebrity, etc.
- Secured the project through the portable HDD from the spot editor, Monem Mollah, and Camera Chief Operator, Shofik, and handed it over to the production Manager, Sobuj Ali for Post-Production delivery.



Figure 1.1: The set and the shoot of Kumarika Hair oil.



Figure 1.2: The set and the shoot of Kumarika Hair oil.



Figure 1.3: The Agency Table.



Figure 1.4: Director Adnan Aj Rajeev with Spot Editor Monem Mollah
and Casting Director Nikita Ahamed (Left)

Challenges Faced:

- I never saw such a large scale of work, I was surprised all the time to see how much effort it goes for a 40-second ad.
- I was silent most of the time.
- I got distracted by too many geeky things like Arri Alexa Mini camera, Flood Lights, Diffusers, etc.
- I didn't maintain any diary at that time as I was not given that much information.
- I was introverted but observant.

Mistakes Made: No technical mistakes were done by me during this project.

Learning Outcomes:

- Maintain diary.
- Download an app called WPS Office.
- Be more social
- Grow more confidence and negotiating skill.
- Remember everyone's name in the set.

Video Link:

- https://www.youtube.com/watch?v=qMZZxbQExRg
- https://fb.watch/5FGq9ZaqAt/

PROJECT 2

Project Name: গ্রামীনফোন 4G যার, দুনিয়া তার।

Type of Work: TVC

Client: Grameenphone

Assignment Date: March 7, 2021

Online Publishing Date: March 28, 2021

Project Brief: My host supervisor gave me a script through our senior Line Producer to start my role as an Assistant Line Producer. The video was from Grameenphone, celebrating all their towers to be under 4G. The video had two major celebrity appearances, one is Bidha Sinha Mim and another Tahsan Khan. There was another video for Jamal Vuiya, which I was not included as I was busy assisting in the next project. The main objective of these TVC is to establish how Grameenphone 4G had developed all around Bangladesh through the celebration of Bangladesh's 50^{th} anniversary. The Slogan was: "If you have Grameenphone, you have the world in your hand" The project has successfully been published online on 28 March. **Agency was Grey.** One thing has to be kept in mind, that I was not given this project from the beginning of it, rather I started around before the production phase. The location was in Syedpur, Rangpur division. The first-day shoot was in Boalia, in a santal colony and a nearby field and the second-day shoot was around Ranir bondor, Atrai River Director is Adnan Al Rajeev, Chief AD was Anway Patwari, and DOP was Sheikh Rajibul Islam. Location spotting was done by Mahmudul Hasan Adnan and Obaidullah Galib.

Tasks and Responsibilities:

- Maintained physical meeting with the Director, Chief AD, DOP, Casting director, Make-up, Art director, production Manager.
- Arranged The pre-PPM and PPM meetings with the clients.
- Always being on stand-by for any problem solving during this project.
- Arranged hotel booking for the whole team.

- Arranged plane tickets, arrival, and return for the Major people in this project, like Director, AD, Actor, Actresses, etc.
- Maintained Recce with the team.
- Maintained 6 vehicles, which includes 4 Microbus for production team movement and 2 trucks for light and generator with the production manager.
- Checked all the costs with my production manager on the spot through book keeping and collecting receipts.
- Maintained punctuality, timeline and deadlines of the production.
- Woke up the whole production team in hotel at the morning according to call time and spot time.
- Maintained breakfast and lunch during the shoot through my production managers.
- Escorted the celebrities through the production like bringing them from airport, taking them to the shooting location, sending them home etc. Also I made sure personally that they didn't have any problem during their stay.
- Performed crowd controlling in both the shooting by calling chowkidar (watchman) and later on Police to ensure the safety of both the team and celebrity as the director personally told me to do so.
- Maintained communication in shoot via walkie-talkie.
- Later, I gave out my costs and expenses to the accountant



Figure 2.1: Recce with the team in Atria river.

Figure 2.2: Recce with the team in Sawtal Colony, Boalia.



Figure 2.3: Recce with the team in a field around Boalia (I'm at last).



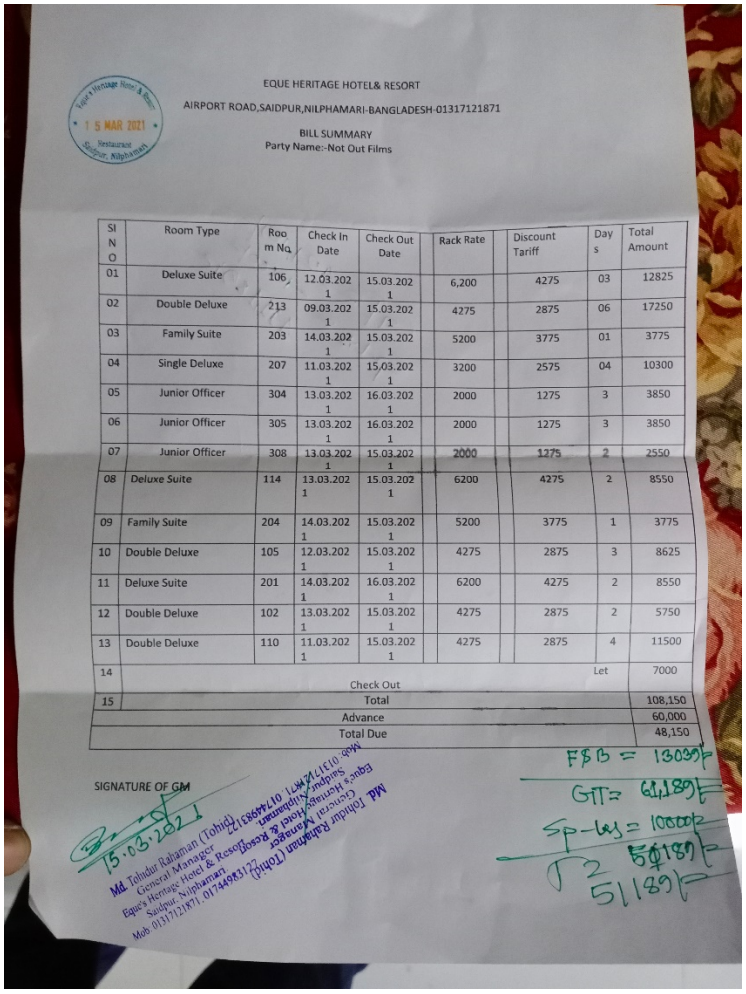
Figure 2.4: Shooting in the field near Boalia.



Figure 2.5: Shooting in the Sawtal Colony in Boalia.



Figure 2.6: Shooting in the Atrai River, near Ranir Bandar.



EQUE HERITAGE HOTEL& RESORT

AIRPORT ROAD,SAIDPUR,NILPHAMARI-BANGLADESH-01317121871

BILL SUMMARY

Party Name:-Not Out Films

SI NO	Room Type	Room No	Check In Date	Check Out Date	Rack Rate	Discount Tariff	Days	Total Amount
01	Deluxe Suite	106	12.03.2021	15.03.2021	6,200	4275	03	12825
02	Double Deluxe	213	09.03.2021	15.03.2021	4275	2875	06	17250
03	Family Suite	203	14.03.2021	15.03.2021	5200	3775	01	3775
04	Single Deluxe	207	11.03.2021	15.03.2021	3200	2575	04	10300
05	Junior Officer	304	13.03.2021	16.03.2021	2000	1275	3	3850
06	Junior Officer	305	13.03.2021	16.03.2021	2000	1275	3	3850
07	Junior Officer	308	13.03.2021	15.03.2021	2000	1275	2	2550
08	Deluxe Suite	114	13.03.2021	15.03.2021	6200	4275	2	8550
09	Family Suite	204	14.03.2021	15.03.2021	5200	3775	1	3775
10	Double Deluxe	105	12.03.2021	15.03.2021	4275	2875	3	8625
11	Deluxe Suite	201	14.03.2021	16.03.2021	6200	4275	2	8550
12	Double Deluxe	102	13.03.2021	15.03.2021	4275	2875	2	5750
13	Double Deluxe	110	11.03.2021	15.03.2021	4275	2875	4	11500
14	Check Out						Let	7000
15	Total							108,150
	Advance							60,000
	Total Due							48,150

SIGNATURE OF GM

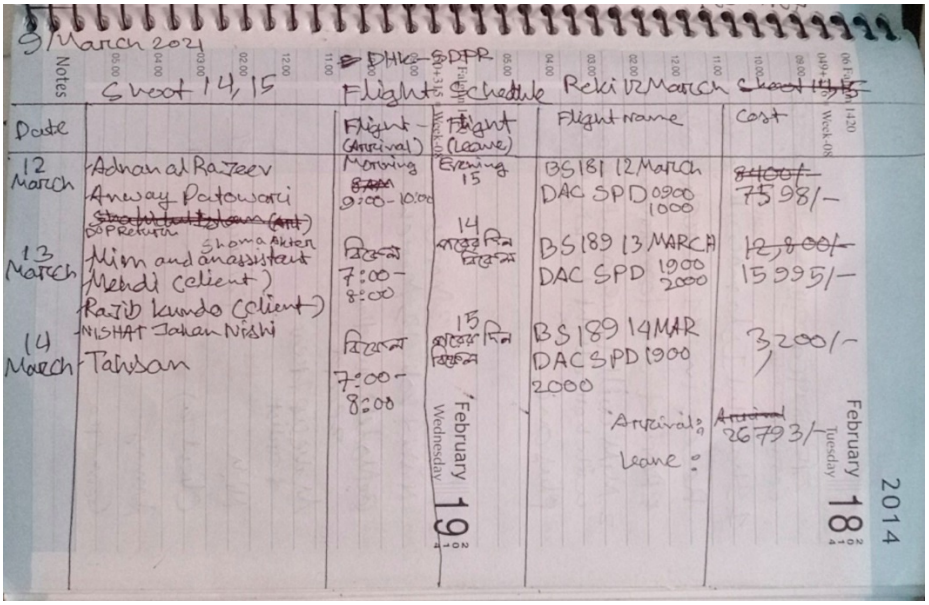
15.03.2021

Md. Tolindar Talukdar (Tohid)
General Manager
Eque's Heritage Hotel & Resort
Saidpur, Nilphamari
Mob: 01317121871, 01744983127

Md. Tolindar Rahman (Tohid)
General Manager
Eque's Heritage Hotel & Resort
Saidpur, Nilphamari
Mob: 01317121871, 01744983127

F&B = 13039/-
GT = 64,189/-
Sp-Leg = 10000/-
54189/-
2
51,189/-

Figure 2.7: Hotel bill.



3 March 2021

Notes

Sweet 14, 15

DHK-SPD-DHK

Flight Schedule Reki 12 March

Date		Flight (Arrival)	Flight (Leave)	Flight name	Cost
12 March	Adnan al Razzeq Anway Patowari ~~Student Tahsan (Ant)~~ DO Return Shoma Akter	Morning ~~8:00~~ 9:00-10:00	Evening 15 14	BS181 12 March DAC SPD 0900 1000	~~84000/-~~ 7598/-
13 March	Mim and assistant Mehdi (client) Razib kundo (client)	7:00-8:00		BS189 13 MARCH DAC SPD 1900 2000	~~12,800/-~~ 15995/-
14 March	NISHAT Jahan Nishi Tahsan	7:00-8:00	15	BS189 14MAR DACSPD 1900 2000	3200/-
				Arrivals Leave :	~~Arrival~~ 26793/-

February 19 Wednesday 2014

February 18 Tuesday 2014

Figure 2.8: Flight Schedule.

Challenges Faced:

- I was introverted most of the time, couldn't do small talks much.
- I was maintaining my diary too much which was distracting to some.
- I was not gentle enough in crowd control.
- My handwritings were not comprehensible most of the time.
- I couldn't negotiate with the chowkidars (watchmen) on the second day of shooting.
- I was not aware of the casual and comfortable dressing in a shooting.

Mistakes Made:

No major mistakes were done in this project, it was smooth.

Learning Outcomes:

- Carry a man pouch
- Wear sneakers instead of sandals during film productions
- Start bookkeeping in google note on a mobile phone
- Be more social
- Grow more negotiating skill
- Ditch the diary during the shooting

Video Link:

- https://youtu.be/p-hY46RkRI8
- https://youtu.be/yWd4TV16sQI

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PROJECT 3

Project Brief: Glow & Lovely All in One
Type of Work: TVC
Client: Unilever
Assignment Date: March 19, 2021
Online Publishing Time: April 25, 2021

Project Brief: My senior Line Producer, Murad Ahmed Shuvo had passed me information and data for my next role as an Assistant Line Producer. The video was from Unilever, And their Product Glow and Lovely. The video had a celebrity called Sabila Nur, who is the brand ambassador of Glow and lovely The project has successfully been published online on 25 April with smooth timing. The advertising agency was Adcomm**.** Director was Adnan Al Rajeev, DOP was Morshed Bipul, a storyboard was developed by Sumedh Jadhev (India), Spot editor was Monem Mollah and the Offline Editor was from office, Md. Dipu. The location was studio Nine n' Half.
The client wanted to promote their product which cares for all type of skins and take care of the problems. I am still growing and absorbing a lot of information here, but also enjoying it, so it was going well for me.

Tasks and Responsibilities:

- Maintained and supervised call times and spot times with the Director, Chief AD, DOP, Casting director, casts, Make-up, Art director, production Manager, drivers
- Helped Arranged food for the whole team and clients
- Always being on stand-by for any problem solving during this project
- Ensured the safety of the whole team
- Secured costume towards the Agency after the photoshoot
- Secured the Portable HDD of the project towards the Offline editor forwarded it to Sobuj Ali, Production Manager
- Maintain communication and observation of people around the set with a walkie-talkie, so when someone is summoned, I can tell exactly where he or she is



Figure 3.1: Actress Sabila Nur with co-artist on the set.



Figure 3.2: Agency Table from Adcomm.



Figure 3.3: Director Table and Adnan Al Rajeev.



Figure 3.4: a selfie of me on the set.



Figure 3.5: Costume handing over to Agency, Adcomm for photoshoot.



Figure 3.6: Hanger of the set in Studio Nine n' Half.



Figure 3.7: Walkie Talkie maintaining for communication.

Challenges Faced:

- I was introverted most of the time, couldn't do small talks much.
- Remembering names of everyone.
- Having too much food.
- Negotiation with the agency and casting director.
- Walking around too much had easily exhausted me.

Mistakes Made:

The agency did not return the costume according to their sayings, instead, they claimed that they had bought it but, in the costs, and budget, there were no such things mentioned, so I passed the problem towards the Senior Line Producer, other than that, no mistakes to be seen

Learning Outcome:

- Make a received note for costume giving from now on
- Carry the walkie-talkie in the pockets instead of keeping it in hand all the time
- Have less coffee and don't be dependent on it too much as it dehydrates the body, making me even weaker
- Get into the flow of jokes and sarcasm in the set for stress relief instead of being too serious all the time
- Grow more negotiating skills
- Write accounts in google keep for universal access to me

Video Link:

- https://www.youtube.com/watch?v=YRsssr1ySbs
- https://fb.watch/5FNTQz9fOk/

PROJECT 4

Project Name: Aaram Juice
Type of Work: TVC
Client: Square foods & Beverage Ltd.
Assignment Date: March 20, 2021
Online Publishing Date: April 21, 2021

Project Brief: My senior Line Producer, Murad Ahmed Shuvo had passed me information and data for my next role as an Assistant Line Producer. The project was from Square foods & Beverage Ltd., And their Product Aaram Juice. The video had a celebrity called Nafisa Kamal Jhumur. The project has successfully been published online on 21 April with smooth timing. The agency was Mediacom Ltd., the Director was Subrina Irine, Chief AD was Shahriar Reza, DOP was Kamrul H. Khosru, Spot editor was Shihab Shahriar and Offline editor was S.R. Jitu. The location was Diabari Colony Housing and studio Nine n' Half. The shooting was done on 27, and 28 March 2021.

The client wanted to promote their product of a juice called Aaram Juice, which they wanted to be related to fitness and family.

Tasks and Responsibilities:

- Maintained and supervised call times and spot times with the Director, Chief AD, DOP, Casting director, casts, Make-up, Art director, Production Manager, drivers, etc.
- Helped Arranged food for the whole team and clients
- Arranged shooting permission to Diabari Colony from Rajuk, Mothijheel
- Maintained crowd and traffic control in Diabari shooting
- Made sure the celebrities were comfortable during the set with the help of casting director, Akash Ahmed Nehal
- Secured costume for the photoshoot with the agency
- Maintained scheduled timeline during the shooting

- Communicated with the production manager constantly during the shoots
- Secured the project Hard drive from Spot editor, camera operator, and handed it over to production manager for sending it to the offline editor
- Maintained pack-up formalities



Figure 4.1: Shooting in Diabari Colony.



Figure 4.2: Tent and long shot of the shooting in Diabari Colony.



Figure 4.3: Set designing in Studio Nine n’ Half.



Figure 4.4: Outside set shooting in Studio Nine n’ Half.



Figure 4.5: Foreground set of one of the scenes.



Figure 4.6: Chief AD calling the shots in one of the shots in squash Court set.

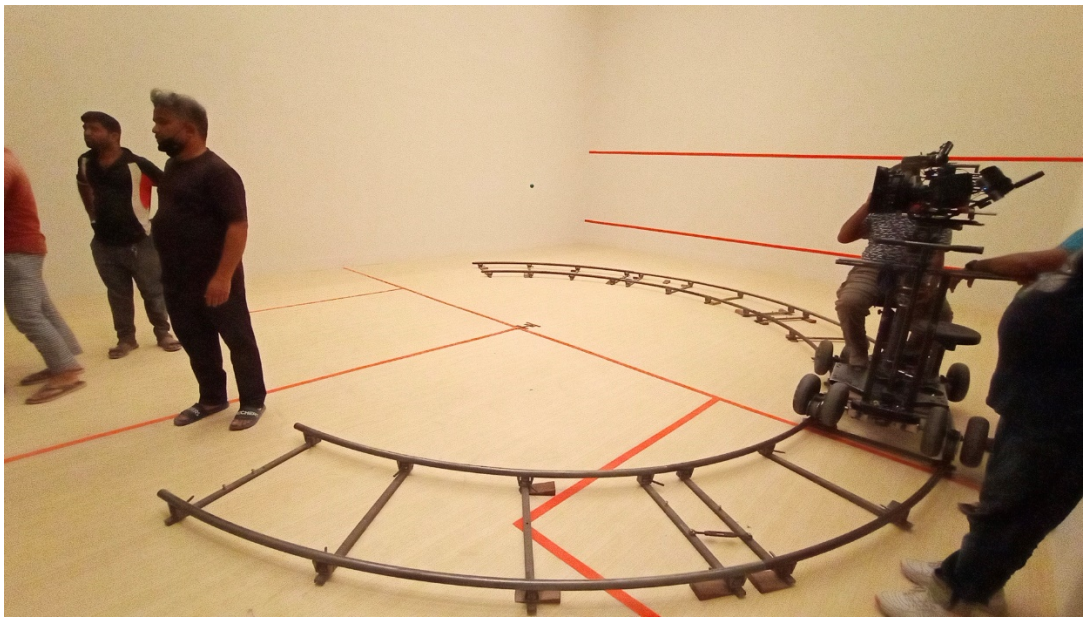


Figure 4.7: 180-degree rig for the camera in the squash Court Set.



Figure 4.8: Lighting setup for the squash court set.

Challenges Faced:

- Remembering names and interacting with people were easier but still I felt a barrier
- Be alert for anything
- Keeping notes in the production
- Keeping up with the shooting schedule
- Making the whole set cool with 8 fans with the light set up and outside weather
- Maintain crowd in Diabari colony Housing

Mistakes Made:

Picking up actress Jhumur on second day was hectic as she was sick from the day before due to excessive drinking of Aaram juice and she missed the spot time 2 hours from its time, which changed our pack up time from 5 pm to 11 pm.

Learning Outcomes:

- Make sure to foresee the condition of the actor and actresses before and during the shooting
- Make sure everyone knows that you have a walkie talkie so that they don't call my cellphone every time I am not around
- Have plenty of water from glass or steel bottle instead of plastic as the water gets smelly on plastic ones
- Join the talking with the crew during the breaks
- Grow more negotiating skill with the actor and actresses
- Have everyone's number on the set
- Learned to name people by remembering something unique about them

Video Link:

- https://fb.watch/5FOkHs_2Nu/
- https://www.youtube.com/watch?v=xrV5Imdq5lM
- https://www.youtube.com/watch?v=PJp7RJ_pu_Y

PROJECT 5

Project Name: Eco Plus Fridge

Type of Work: TVC

Client: LG & Butterfly Group Limited

Assignment Date: March 31, 2021

Online Publishing Date: Pending

Project Brief: My senior Line Producer, Murad Ahmed Shuvo had passed me information and data for my next role for my internship role. Md. Habibur Rahman Tareq, my Internship host has got back in the field by recovering from corona in this project. The video was from LG & Butterfly Group Ltd, promoting their new fridges and satisfactory customer service in their showroom. The video had a celebrity called Mehazabien Chowdhury. The project had dance choreography, and the dance Choreographer was Ruhul Amin, from Dhaka Dance Academy, who had led 25 dancers for this project. Music was done by Adit. The advertising agency was Adcomm**.** Director was Adnan Al Rajeev, Chief AD was Anway Patwari, DOP was Sheikh Rajibul Islam, Spot editor was Monem Mollah and Offline editor was from Office, Ashraf Ahmed. The location was studio Nine n' Half, Floor 1,2, and 1-2 (Outside). The shooting was done on 3, and 4 May 2021.

Tasks and Responsibilities

- Maintained and supervised call times and spot times with the Director, Chief AD, DOP, Casting Director, Dancers, Casts, Make-Up, Art Director, Production Manager, Drivers, etc.
- Helped Arranged food timely for the whole team and clients
- Observed the set design and maintenance
- Maintained WhatsApp group and feedbacks
- Played the music in the shoot with my phone
- Made sure costs don't exceed the budget in all the aspects of the production.
- Purchased the portable HDD and carried the project from spot editor, Camera Chief Operator to the Post-production supervisor, Ashraf Ahmed
- Gave feedback of the shoot every day to the producer

- Followed every command of both the Line producer, Murad Ahmed Shuvo and Shazzad Hossain
- Aided to problem-solving during the set
- Made sure the agency, Adcomm (Mr. Zia) gets the costume for the photoshoot and gives it back to the office with the help of costume assistant, Kamal
- Followed up pack up and sending everyone home via microbus



Figure 5.1: The outside set of Eco Plus.



Figure 5.2: Miniature Layout of the set.

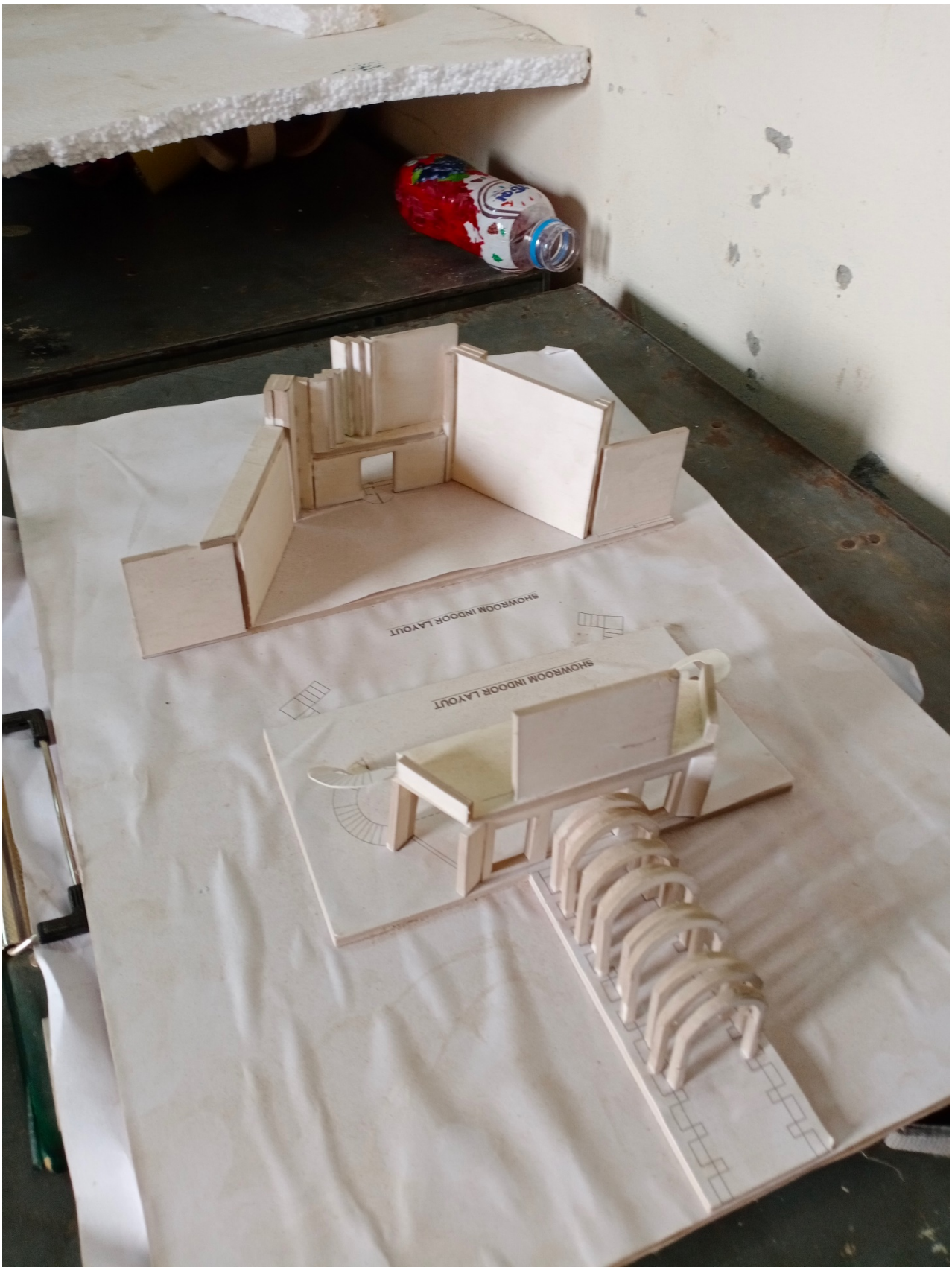


Figure 5.3: The Director, Chief AD, and Art Director waiting for the final set building.



Figure 5.4: Mehazabien Chowdhury and the dancers during one of the takes.



Figure 5.5: Mehazabien Chowdhury and Adnan Al Rajeev before a shot taking.



Figure 5.6: The Dance Team before one of the shots.


Figure 5.7: The Dance Team in the set next to before (5.6).



Figure 5.8: A selfie with Director Adnan Al Rajeev after a long day of shooting.

Challenges Faced:

- Had to contain the set after a fire broke out during the shoot and the fire was under control.
- Had to endure unbearable heat during the set.
- Remembered a lot of things without writing them down.
- Maintaining the shooting schedule.
- Making the whole set cool with 8 fans because of the light set up and outside weather.
- Follow up with the post-production team.
- The whole project was in the palm of my hand (portable HDD) so I had to be very careful.

Mistakes Made:

Only the set design had exceeded the budget limit, which is being investigated. Otherwise, there were no major mistakes or hiccups.

Learning Outcomes:

- Developed a bonding with everyone, which was very good
- Make sure I maintain consistency of communication with all the Assistant Directors
- Had quit smoking cigarettes for maximum efficiency
- Knowing the well beings of everyone in the production which helps with the flow and response reflex
- Learned to be more careful about Project portable HDD, like containing it to a zipper plastic bag
- Maintain transparency with the editor
- To be more careful with remuneration handling

Link:

- https://www.dhakapost.com/entertainment/29301?fbclid=IwAR1VqgCJFeYHUCIusKo7GZGDvUjCwtFqp457AF4Fin6yxLmpGUco52PRNjg
- https://www.facebook.com/permalink.php?story_fbid=5835224136502577&id=348469418511437

PROJECT 6

Project Name: GP Star Eid Campaign
Type of work: TVC
Client: Grameenphone
Assignment Date: April 27, 2021
Online Publishing Date: Pending

Project Brief: The Chief AD, Shahriar Reza had appointed me to open up a WhatsApp group for Subrina Irine's team for this project. Md. Habibur Rahman Tareq, my Internship Host, and Shazzad Hossain, Line Producer, had helped me to get the locations for this shoot and in recce. The video was from Grameenphone, promoting their GP star facilities into the GP app. The video had a professional actress, Tuntuni Sobhan, and a kid artist, Rizwan Ali. And there were also many other co-artists. The advertising agency was Grey Dhaka**.** Director was Subrina Irine, Chief AD was Shahriar Reza, DOP was Kamrul Hasan Khosru, Spot editor was Shihab Shahriar and Offline editor was S R Jitu. The location was BAFA, Puran Dhaka. The shooting was done on 6 May 2021.

Tasks and Responsibilities:

- Maintained and supervised call times and spot times with the Director, Chief AD, DOP, Casting Director, Casts, Make-Up Artist, Art Director, Production Manager, Drivers, etc.
- Observed to make sure everyone got food and snacks on set
- Helped out the Senior Line Producer, Murad Ahmed Shuvo with many aspects, like top sheet aiding, feedback from the director's team, and comfort of the agency people
- Maintained WhatsApp group and feedbacks
- Took behind scene stills
- Made sure costs don't exceed the budget in all the aspects of the production
- Bought the portable HDD and carried the project from spot editor, Camera Chief Operator to the Post-production supervisor, S.R. Jitu and R.N. Rumpa
- Made sure the well beings of the artists during the set and they had got their remuneration after the shoot.



Figure 6.1: The main and only set of this production.



Figure 6.2: Director and producer in the set.



Figure 6.3: Whole cast in set during the shoot.



Figure 6.4: Shooting team behind the set.



Figure 6.5: Chief AD with the DOP, operating ARRI Alexa Mini from Pran.



Figure 6.6: Director, coming back to her chair after her instructions to the performers.



Figure 6.7: After the shooting, the whole team stands in front of my camera.

Challenges Faced:

- I had to stay awake during the set due to not sleeping for 3 days straight
- Had to endure unbearable heat during the set, so wear more comfortable clothes
- Made sure the agency people were satisfied and provided them with clean toilets
- Maintaining the shooting schedule and timing
- Making the whole set cool with 4 fans and with plenty of ventilation
- Follow up with the post-production team and agency feedback
- The whole project was in the palm of my hand (portable HDD) so I had to be very careful during the HDD delivery

Mistakes Made:

No major mistakes were made.

Learning Outcomes:

- I have to maintain bonding with everyone, and it was great.
- Ditch the low-quality camera phone and get a decent camera phone where the wide lens and main lens produce the same color spectrum.
- Try to have fun while working, it never hurts.
- Constantly check up on agency people and made sure they don't ask too many questions to the director which can slow down the production.
- Learned to be more careful about Project portable HDD by carrying it to a zipper bag.
- Communicate with the spot editor more.
- Have coffee when you can't keep awake anymore.

Link:

- https://www.facebook.com/rizat.zulfiquer/posts/10159575500159155
- https://www.instagram.com/p/COiljvNM24a/?utm_source=ig_web_copy_link

INTERNSHIP OUTCOME

The main objective that was hanging in the taskbar of my mind was to gain as much experience as possible during my internship as well as to work effectively. It was great to get to implement the knowledge of my learnings both from life and from academy which had helped me to tackle any tasks, problems and situations. I also observed to how the academic learning had filled the gap of any beginning junior line producer faces, like set design, differences between foreground and background, storyboard formation, cast choosing and more.

Realization

I had played a crucial part in a given production in runout during my internship. During the absence of producer and senior Line producer, some of the times in a shoot had led me to be the leader of production, besides the director. I had learned ways to be efficient, by maintaining and adapting logbooks, excel formats in bookkeeping, doing top sheet and budget effectively, and so on. Though I had senior people's feedback, it was my responsibility at the end of the day, to be honest, effective, being sharp-minded, dedicative to the work, maintaining transparency and confidentiality. I wanted to prove my ability to work and stay consistent during the projects, which I had observed to be done successfully so far. Even though the work is never easy, I learned to enjoy every part of them. I didn't have any good night's sleep during the productions, still, I find myself to be determined to wake up at 4 am every morning during the shoot and maintain call time.

Even though it was challenging for me to be social, I still learned to have little fun with my colleagues now and then when it was appropriate. I realize that that type of bonding doesn't happen in a day. I understand that making people dependent on you during the set is the main key to that bonding, not just monotonous gossiping and taking selfies all the time. And I also realized being organized all the time helps, but also keeping some information in my memory had helped me to be instantaneous and to be responsive to my leaders. And with that consistency, my social anxiety gets answered step by step. And I become more comfortable with everyone and more confident.

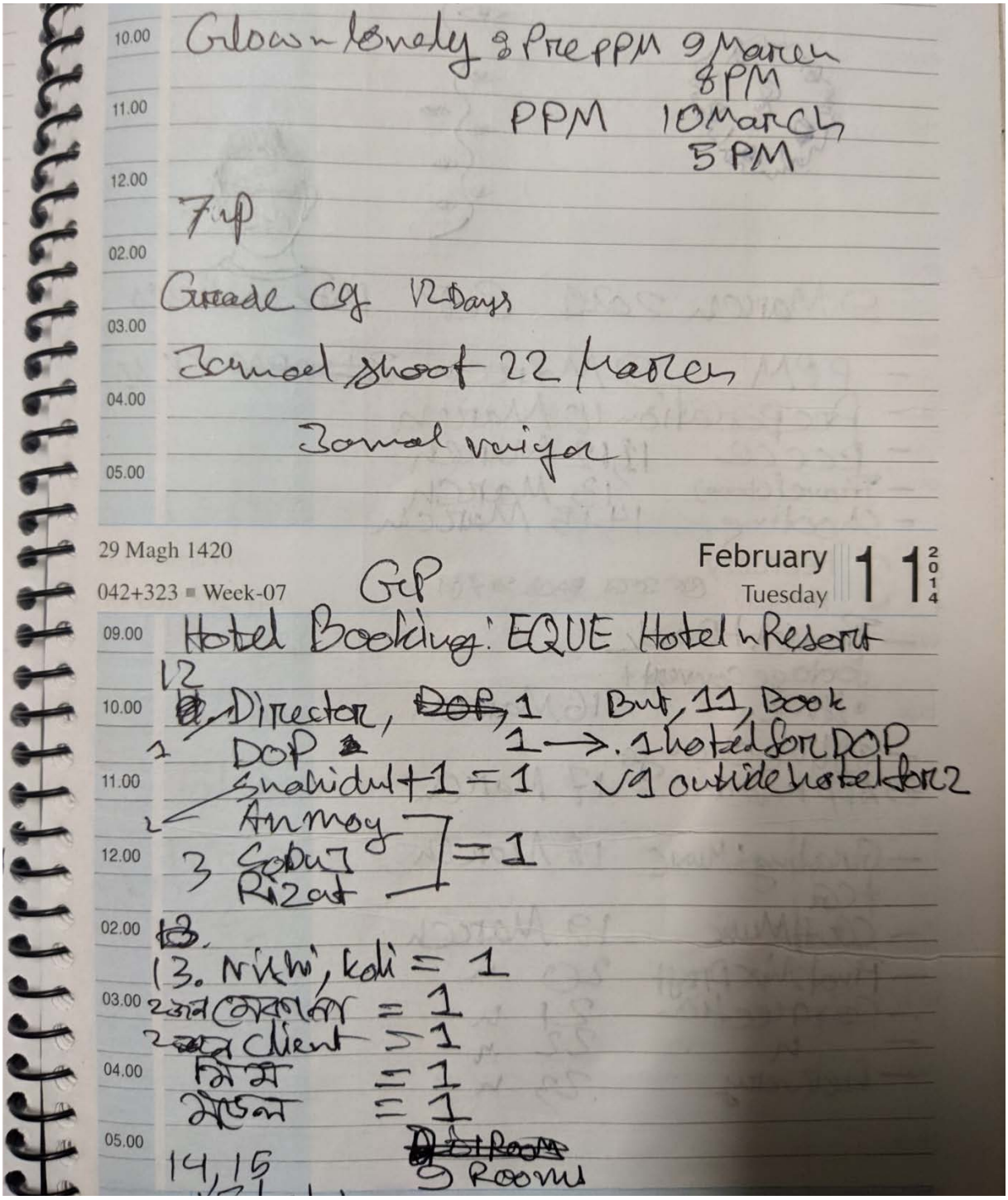
There is a power play I used to miss out on at the beginning. I realize that, as a Line producer, there is a certain sense of authority, and it can get tempting to most of the people as they can get to order around production people to do things for you. I took that responsibly, for example, when there is no production manager around to problem-solving, I don't go around scolding around the set, rather I take that as an opportunity and fix it with my bare hands. But, also I have to maintain a chain of command all the time, or else it will be easy for people to take advantage of me during production. So, I learned to maintain that balance during a production.

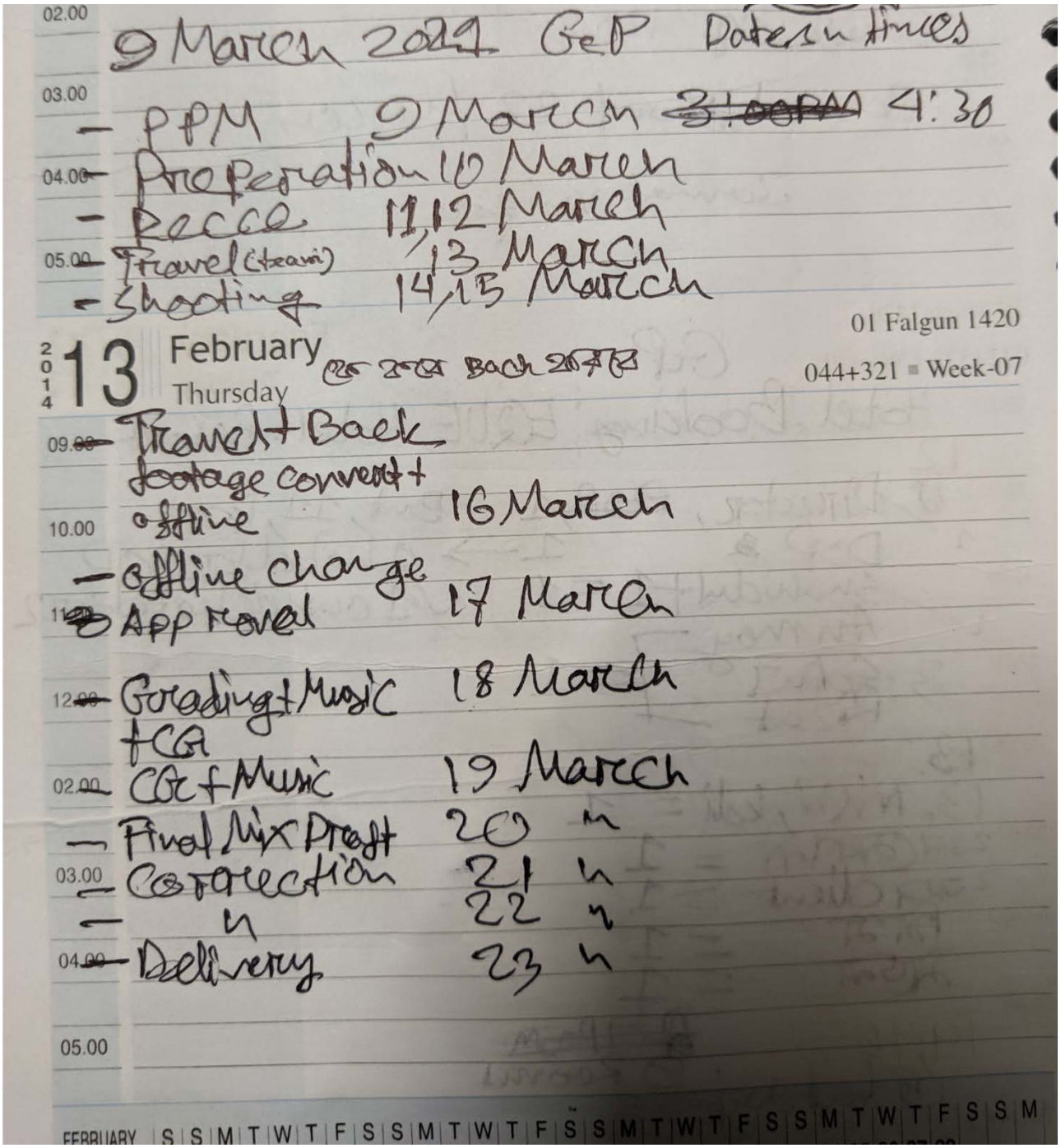
Achievements from Runout Films

In the journey of completion of my internship, my observation ability had increased a lot. I had a habit of seeing things no one sees since when I was a kid, and it felt like a trip to memory lane when I found that back during my internship. I have gained acceptance amongst the professional people in the field, from camera operator, casting director to CG artist which created face value in the industry. I have learned professional workflow, proper budgeting, negotiation skills, meeting etiquette, mannerism and I have found the difference between a boss and a leader. Runout films have a very homely feeling, and that's why clients and agencies don't feel hesitant to bring work there.

These 12+ weeks were genuinely magical to me. Sure, I am not perfect, I may have made mistakes here and there, but I have also learned from them. I had improvised many things and adapted like a chameleon. And besides, those 6 projects were a success, and I am proud of that.

WORKPLACE LOG


10.00
Gulshan Lonely & Pre PPM 9 March 8PM
11.00
PPM 10 March 5PM
12.00
7:P
02.00
Grade Cg 12 Days
03.00
Jamal shoot 22 March
04.00
Jamal vaiya
05.00
29 Magh 1420
042+323 ■ Week-07
February
Tuesday
11
2014
GP
09.00
Hotel Booking: EQUE Hotel n Resort
12
10.00
Director, Def, 1 But, 11, Book
1 DOP 1 → 1 hotel for DOP
11.00
Anchor + 1 = 1 √1 outside hotel for 2
2
Ammoy
12.00
3 Sobuj
Rizat
02.00
13.
13. Nishi, Koli = 1
03.00
= 1
Client = 1
04.00
= 1
= 1
05.00
14, 15
9 Rooms


9 March 2022 GeP Dates n times
- PPM 9 March 3:00PM 4:30
- Preperation 10 March
- Recce 11,12 March
- Travel (train) 13 March
- Shooting 14,15 March
01 Falgun 1420
2014 13 February Thursday
044+321 ■ Week-07
Travel + Back
footage convert + offline 16 March
- offline change
App roval 17 March
Grading + Music + CG 18 March
CG + Music 19 March
- Final Mix Proof 20 "
- Correction 21 "
- " 22 "
Delivery 23 "
FEBRUARY S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M

MARCH

2014 20 March Thursday — 26th March 2021 — 06 Chaitra 1420 — 079+286 ■ Week-12

09.00 Aaram Juice Meet
Call time
10.00 Mediacom
Spot time
11.00 DOP Khasrul vai
12.00 assis Sohag, Nuralom
02.00 Focus Akhter vai
03.00 Camera Alexa mini (Pram)
04.00 Light house
05.00 Costume — Nishi + 3 Chalor driver

2014 21 March Friday — 07 Chaitra 1420 — Week-12

Art - Shahidul vai
09.00 Artist — Mahbuba kamal Jhumur
10.00 client — 5
11.00
12.00 01719046282
02.00 27, 28 March shooting
03.00
04.00
05.00

17 March 2021

2014

22 Falgun 1420
065+300 ■ Week-10

March 06 2014
Thursday

09.00
17 March PPM Meeting
10.00
18 March Odonil & GP Recce
11.00 19 " Glucon D Monday shoot
20 " Horlicks shoot
12.00 21 " GP Shoot
02.00
Odonil Shooting plan
03.00 7:30AM – Camera Rolling
04.00 8:00 – 10.30AM মহিলাদের অংশ শেষে
05.00 11:00 – 2.30PM পুরুষের অংশ
3:30-5:30 সবার অংশ

23 Falgun 1420
066+299 ■ Week-10

March 07 2014
Friday

09.00 Approx. Shooting Schedule
7:30AM Rolling
10.00 8:AM – 2:00PM মহিলাদের অংশ (Snacks দিতে হবে)
12:00AM – 2:00AM সবার জন্য Breakfast
11.00 3:00AM – 7:00PM পুরুষের অংশ (Lunch)
2:00PM – 2:30PM ইফতারের বিরতি
12.00 8:00PM – 10:00PM সবার অংশ (Main)
02.00 Calltime 7:30 AM (Crew 7:00)
12:00PM
3:00 PM
03.00 7:00 PM
04.00
05.00

MARCH

via ADCOMM

2014 28 March Friday — 14 Chaitra 1420 — 087+278 ■ Week-13

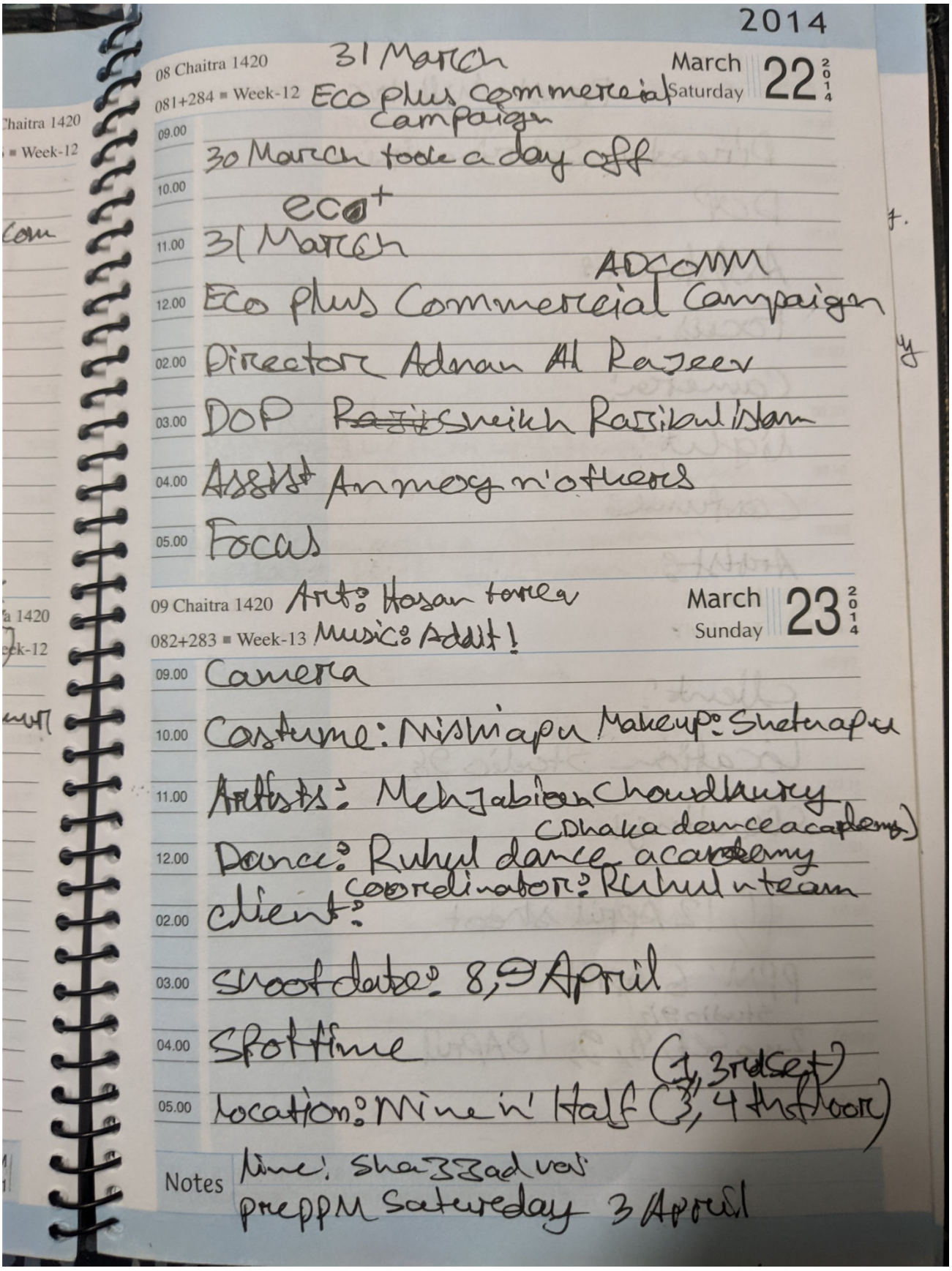
ECO+ commercial campaign

09.00
Teaser: 1.4.21
10.00
Pre-PPM: 3.4.21
11.00
PPM: 4.4.21 (Recce)
12.00
Pre-light/Recce/Rehearsal: 7.4.21
02.00
Shooting: 8.3.21 & 9.3.21
Thursday Friday
03.00
04.00 Director: Adnan Al Razeer
DOP: Shekh Rajibul Islam
05.00 Gaffer: Jaman
Focus: Azgor

2014 29 March Saturday — 14 Chaitra 1420 — 088+277 ■ Week-13

Artist: Mersabian Chowdhury
Dance: Rukul n' team
09.00 Art: Hasan Tarek
Spot edit: Monem
10.00 Story board: Sayed Nafis
Costume: Nishat Sharmin Mishi
11.00 Make up: Setu
Camera: Alexa Mini (Pran)
12.00 Location: Studio Nine n' Add 3, 4th floor
1st Floor
02.00 Post:
Edit: Titu
3, 4, 5, 6
3rd floor
03.00 COL: Rear
4, 5, 6, 7, 8
Color Grade: Nube studio
04.00 Online: Nikel
Music: Adit
05.00 Sound: Studio 58
Rehearsal - 7
Voice over

MARCH 2014
S 1 | S 2 | M 3 | T 4 | W 5 | T 6 | F 7 | S 8 | S 9 | M 10 | T 11 | W 12 | T 13 | F 14 | S 15 | S 16 | M 17 | T 18 | W 19 | T 20 | F 21 | S 22 | S 23 | M 24 | T 25 | W 26 | T 27 | F 28 | S 29 | S 30 | M 31


2014

08 Chaitra 1420 — March Saturday 22 2014
081+284 ■ Week-12

31 March
Eco plus commercial campaign

09.00 30 March took a day off
10.00 eco+
11.00 31 March
12.00 Eco plus Commercial Campaign ADCOMM
02.00 Director Adnan Al Rajeev
03.00 DOP ~~Rajib~~ Sheikh Rasikul Islam
04.00 Asst Ammoy n' others
05.00 Focus

09 Chaitra 1420 — March Sunday 23 2014
082+283 ■ Week-13

Art: Hasan tarek
Music: Addit!

09.00 Camera
10.00 Costume: Nishiapu Makeup: Sheuli apu
11.00 Artists: Mehjabin Chowdhury
12.00 Dance: Ruhul dance academy (Dhaka dance academy)
02.00 client: coordinator: Ruhul n team
03.00 shoot date: 8, 9 April
04.00 Spot time
05.00 location: Mine n' Half (1, 3rd set) (3, 4th floor)

Notes: Nine! Shazzad vai
prepPM Saturday 3 April

1 April 2021

2014

20 Chaitra 1420

093+272 ■ Week-14

April 03 2014 Thursday

09.00 kumarika

10.00 30second 2video

20second 3videos

11.00 10 " 1 "

6 " 1 "

12.00

3rd April on AIR

02.00

Fup

03.00 Client presentation tonight

04.00 glow n lovely

05.00 color footage edit done

Agency online ppT locked

21 Chaitra 1420 ~~Sound~~ Sound Mix

094+271 ■ Week-14

April 04 2014 Friday

09.00 Pondsoil

agency

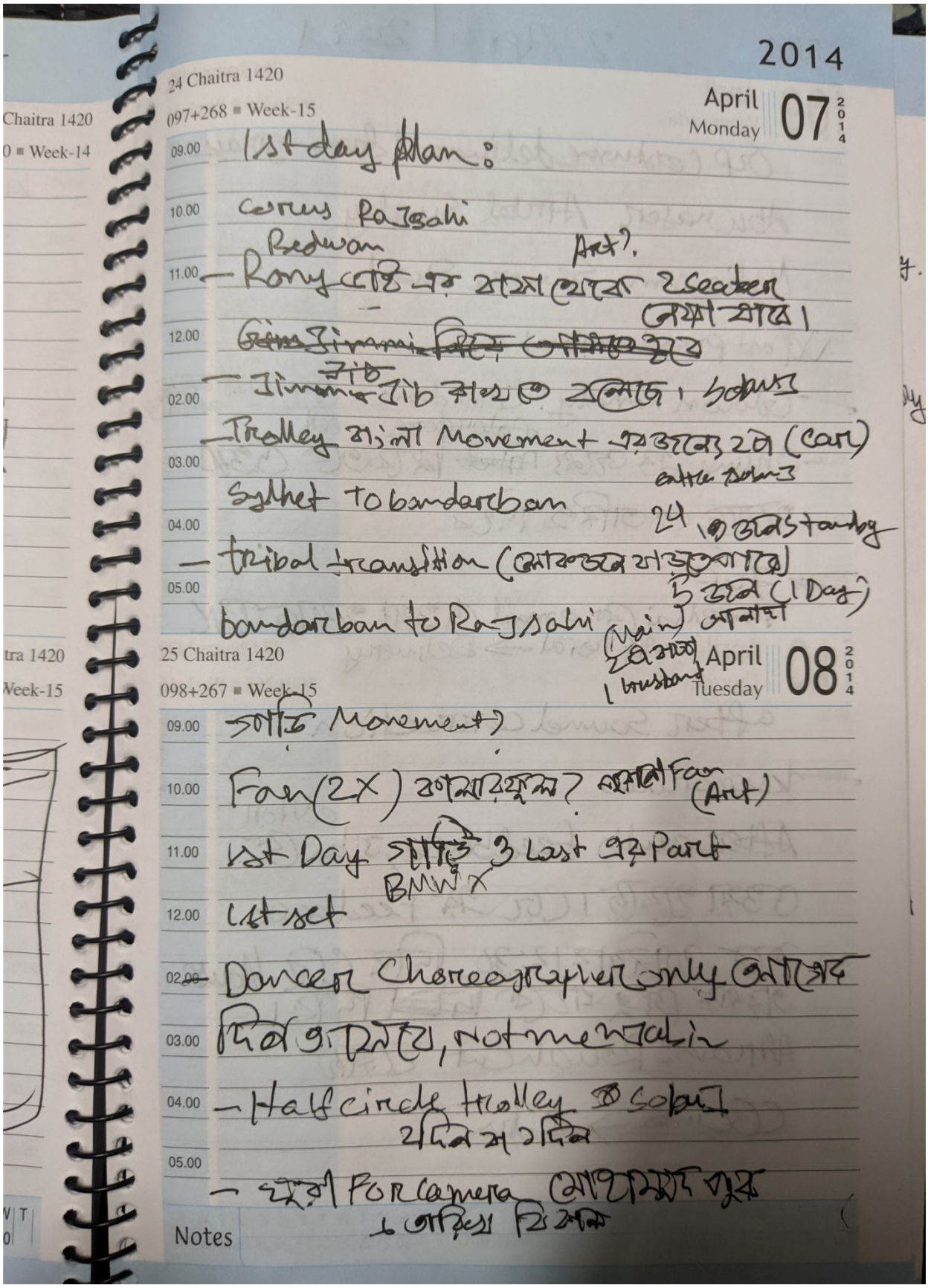
10.00 30 Sec 1 Approved once.

11.00

12.00

02.00

03.00


2014
24 Chaitra 1420
097+268 ■ Week-15
April 07 2014
Monday
09.00 1st day plan:
10.00 Cross Rajshahi
Redwan
11.00 Art?
12.00
02.00
03.00
04.00
05.00
Chaitra 1420
0 ■ Week-14
25 Chaitra 1420
098+267 ■ Week-15
April 08 2014
Tuesday
09.00
10.00
11.00
12.00
02.00
03.00
04.00
05.00
Notes

APRIL

2014 29 April Tuesday — 16 Baishakh 1421 — 119+246 ■ Week-18

10 April 2020

09.00 Topsheet producing

10.00 – Costume returning from Adcomm

11.00 Post Production
Crew – lonely Feedback

12.00 Found Cut version 30
6 sec – 30
output

02.00

03.00 Adcomm: Dubbing
client

04.00

05.00

2014 30 April Wednesday — 17 Baishakh 1421 — 120+245 ■ Week-18

09.00 Fuji ID Cut version
Edit reference

10.00

11.00 Geetanjali: Kalke parsho
then output
sound, Music

12.00

02.00

03.00

04.00

2014

2 May 2021

30 Baishakh 1421 | May 13 2014 Tuesday

133+232 ■ Week-20

09.00 Ecot 13k given to Choreographer

10.00 Shoot expense

11.00 ECot @
production + preflight
12.00 3,50,000/-

02.00 Art preps 1,00,000/-

03.00 Costume 2,00,000/-

04.00 Location 2,50,000/- (Dance floor 9½)

05.00 Choreogra
pher + Background 1,00,000/-

31 Baishakh 1421 | May 14 2014 Wednesday

134+231 ■ Week-20

09.00 Storyboard 30,000/- Nafis

10.00 HDD prepro d. 20,000/-

11.00 10,50,000/-

12.00 Ashraf:
Clip number, MP4 format of spot edit

02.00 EDITOR: Sohel

03.00

04.00

05.00

MSJ043

SELF-ASSESSMENT FORM

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

Name of Intern: Tausif-Ul Alam Zulfiquer

University ID: 132012008

Name of the Institute/Organization:	Runout Films		
Corporate Office Address:	House: 2, Road:5, Block: D, Niketon, Dhaka		
Email:	runout.films.budget@gmail.com	Web:	www.runout-films-ltd.business.site

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

60+

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

7,000 BDT

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:

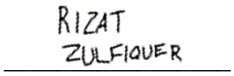
1= Not at all 2 = Slightly 3 = Moderately 4 = Quite a bit 5 = A great deal

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.	4
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.	3
6	I can recognize my personal weaknesses.	5
7	I have a sense of personal achievement.	4
8	I have the ability to persevere in difficult tasks	3
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	4
12	I have the ability to communicate effectively	5
13	I have increased my ability to be a leader	3
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)	4
17	I have learnt the ability to work independently	4
18	I feel my classroom learning was enriched	5
19	I have the ability to connect academic subject matter to the real world.	5
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialised 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	4
23	I developed realistic ideas about the work world	3
24	I narrowed my future possible career choices.	5
25	**What is your average score from this test?**	4.08

5. General Comments

Although I am used to professional workflow but not in the scale of runout films. It was adaptable very easily thanks to years of academic studies and personal experience. I am confident that this experience will aid me to be the best in the future.



Signature of Intern

PROFESSIONAL COMPETENCIES

Professional competencies are the gaining of abilities to perform as a professional in any situation with great quality. The competence that I gained during my internship which includes knowledge, behavior, and skill during my internship are listed below.

Skill:

- Microsoft Word, Microsoft PowerPoint and Microsoft Excel
- Google meet and ZOOM
- Google Drive
- WPS Office
- Adobe Photoshop and Adobe Premiere Pro editing
- English and Bangla fluent speaking and writing
- Multitasking
- Account keeping
- Picture and video recording with both Mobile phone and DSLR with their parameters
- Writing and speaking
- Improvisation
- Emailing, letter writing and proper WhatApp communication

Attitude:

- Value of honesty and deadline
- Teamwork
- Maintaining deadlines

Knowledge:

- Problem-solving
- Punctuality
- Writing permission letter and Top sheet
- leading

CONCLUDING REMARKS

Runout Films has been my first professional work experience. The place is synergetic, positive, and contains an upscaling aura. Before this, I had no idea how a production house worked, but now I feel like I am at my second home.

Everyone in the office was very co-operating and accommodating. Adnan Al Rajeev is more of a leader than just a boss. He had created an ideal production house where the energy is high, positive, and vibrant. Md. Habibur Rahman Tareq has maintained the pure logistics of a production house which had helped me to understand how production works. This place had made me realize my passion and self-awareness. I am eternally grateful for such an opportunity and looking forward to the future.