

# LEAVE NO TRACE

**Director:** Tan Shi Jie

**Producer:** Tan Shi Jie

**Date:** 15th May 2023 - 4th June 2023

**Location:** Ngee Ann Polytechnic





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# ABOUT

The video production aims to encourage everyone to stop littering by featuring a girl, Nat (Female, 19) sitting on a bench in her school garden, under the scorching hot sun in Singapore. She intentionally leaves the empty plastic cup on the bench and leaves.

However, her path is intercepted by a Flyer Distributor (Female, 20) who passes her a flyer into her hands. With the message "SAVE THE EARTH, STOP LITTERING". Nat realizes her mistake and rushes back to the bench.

She retrieves the plastic cup and heads toward the nearest bin, discarding it responsibly.

# SCRIPT

FADE IN:

EXT. SCHOOL GARDEN - BENCH - DAY

Under the hot sun in Singapore, NAT (19) sits on a bench, taking a sip from her refreshing drink, from a plastic cup, while fanning herself using her hands.

CUT TO:

NAT takes her last sip from her drink and places the empty cup on the bench.

CUT TO:

She stands up from her sit and begins to walk away, leaving the drink behind on the bench.

FADE OUT:

EXT. SCHOOL GARDEN - PATHWAY - DAY

As she continues walking, NAT receives a flyer from a FLYER DISTRIBUTOR (21).

CUT TO:

FLYER

The words on the flyer state "SAVE THE EARTH, STOP LITTERING".

FADE IN:

Upon seeing the flyer, NAT rushes back to the bench.

CUT TO:

EXT. SCHOOL GARDEN - BENCH - DAY

NAT quickly picks up the empty cup from the bench that she had previously left behind.

CUT TO:

EXT. SCHOOL - DAY

NAT throws the cup into a bin and walks away happy.

FADE OUT.

# LOCATION RECCE REPORT

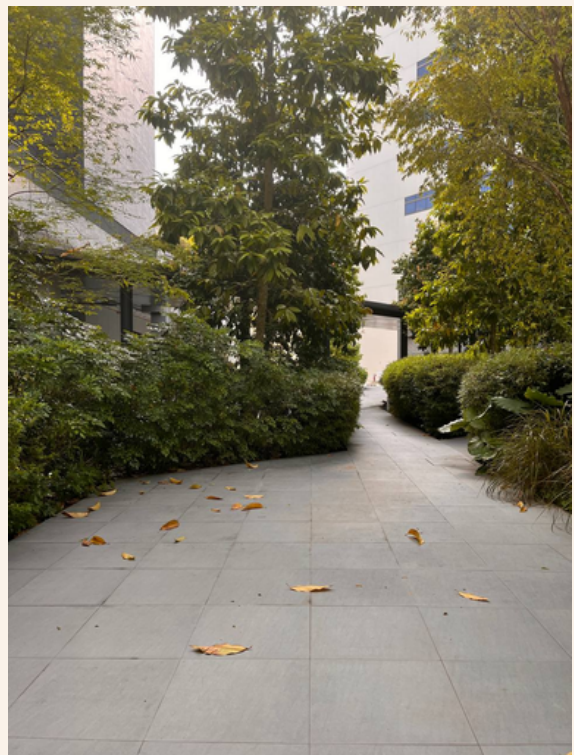


## School Garden (Bench)

- Bright and sunny with clouds (Well lit)
- Not many students around
- Might have too many shadows surrounding the area (take note of timing)
- Take note: Ensure the sun does not shine directly on actors/actresses
- Soft shadows

## School Garden (Pathway)

- Buildings/blocks surrounding area
- Not many students around
- Ample space for camera and walking
- Even floors



**\*\*Best Timing: 3 - 5pm**

# CASTING DETAILS



## NAT

### **Details of Character:**

- Loves bubble tea
- A student
- Dressed Casually

**Acted by:** Charlene Ngiam

## **FLYER DISTRIBUTOR**

### **Details of Character:**

- Dressed casually
- Wants to do her part to encourage others to do their part for the environment
- Giving out flyers

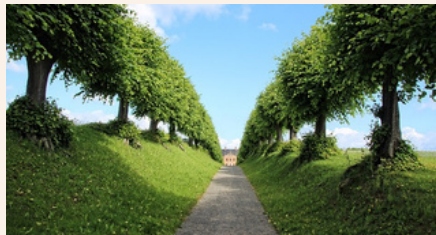
**Acted by:** Jessica Lim





# SCENE & ART DIRECTION

## Color/Location Reference



### Environment:

- Garden (location with plants/nature)
- Sunny/Cloudy Weather
- Contrasting/bright colors
- Lots of green surroundings

## Wardrobe Concept



- Casual wear
- Jeans + Shirt + Covered Shoes

# SCENE & ART DIRECTION

## Props



- Bubble Tea Drink  
(Plastic cup)
- Poster/Flyer





# PRODUCTION SCHEDULE

## MAY 2023

MON	TUE	WED	THU	FRI	SAT	SUN
15 <i>Thumbnail Art Direction and Research</i>	16 <i>Scripting</i>	17	18 <i>Cast Details</i>	19 <i>Location Recce</i>	20	21
22 <i>Filming</i>	23 <i>Filming</i>	24	25	26 <i>Editing</i>	27 <i>Editing</i>	28
29 <i>Editing</i>	30	31 <i>Editing</i>				

## JUNE 2023

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4 

# SCENE BREAKDOWN

## **Scene #1: School Garden (Bench)**

**Shot 1:** Nat (Charlene) is sitting down on the bench and drinking her bubble tea, fanning herself using her hands.

**Shot 2:** Close-up shot of the bench area. Nat (Charlene) places the empty drink on the bench.

**Shot 3:** Nat walks away from the scene (left), showing the drink being left on the bench.

## **Scene #2: School Garden (Pathway)**

**Shot 4:** A flyer distributor (Jessica) is looking around for people to give the flyers to, and spots Nat (Charlene). She walks towards Nat (Charlene) and passes her the flyer.

**Shot 5:** A close-up shot of the flyer distributor (Jessica) passing the flyer to Nat (Charlene).

**Shot 6:** Nat reads the flyer and realizes her mistake (shocks), rushing out of the shot (right).

## **Scene #3: School Garden (Bench)**

**Shot 7:** Nat (Charlene) enters (rushing movement) from the left and picks up the drink from the bench that she had previously left behind.

## **Scene #4: Dustbin area**

**Shot 8:** Nat (Charlene) enters the shot and throws the drink away into a dustbin and walks out of the shot (right).

# SHOT LISTING

## Scene #1: School Garden (Bench)

Shot	Int/Ext	Shot	Camera Angle	Camera Movement	Subject	Description
1	Ext	Long-Shot	Eye-level	Static	Nat	Setting of scene and showing Nat drinking and putting down drink.
2	Ext	Close-Up	High-Angle	Static	Drink	Putting down drink onto bench
3	Ext	Medium-Wide	Hip Level	Static	Drink being left behind	Nat walking away out of frame, leaving the drink on the bench

## Scene #2: School Garden (Pathway)

Shot	Int/Ext	Shot	Camera Angle	Camera Movement	Subject	Description
4	Ext	Medium-Wide	Eye-level	Static	Nat receiving the flyer	Nat receiving a flyer from a flyer distributor
5	Ext	Close-Up	Hip Level	Static	Poster	shot of Nat receiving the flyer
6	Ext	Medium-Wide	Eye-level	Static	Nat reacting shock	Nat seeing the poster and rushing back to the bench

# SHOT LISTING

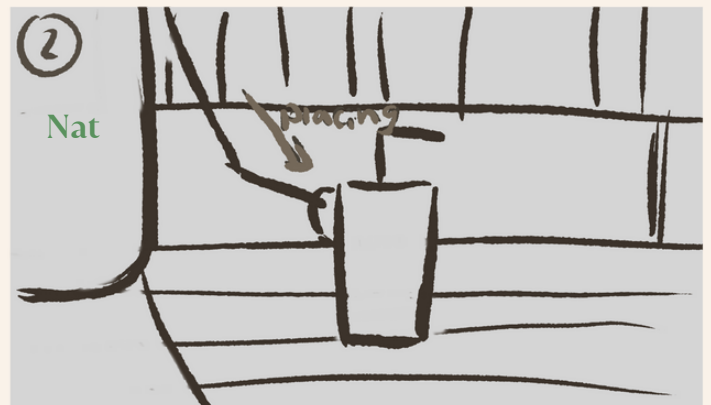
## Scene #3: School Garden (Bench)

Shot	Int/Ext	Shot	Camera Angle	Camera Movement	Subject	Description
7	Ext	Close-Up	Eye level	Static	Nat rushing	Nat picking up the drink from the bench

## Scene #4: Dustbin area

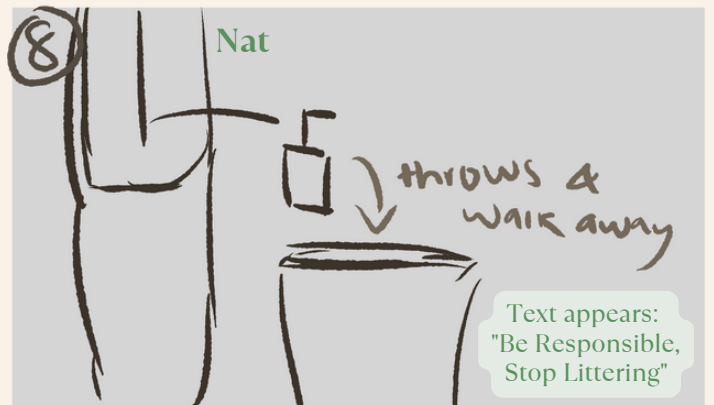
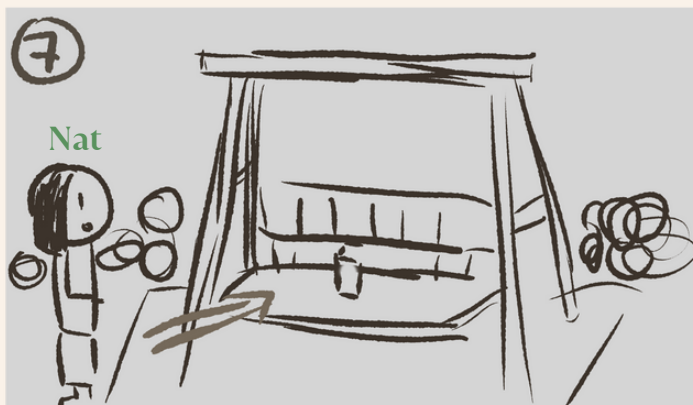
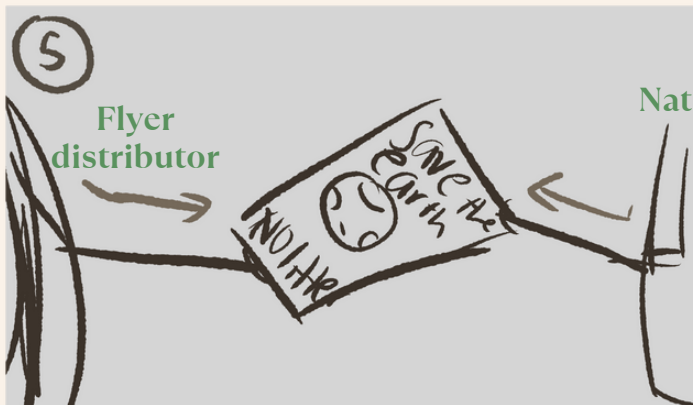
Shot	Int/Ext	Shot	Camera Angle	Camera Movement	Subject	Description
8	Ext	Medium-Wide	Hip Level	Static	Drink being thrown away	Nat throwing the drink away and walking out of frame

# STORYBOARD THUMBNAILS





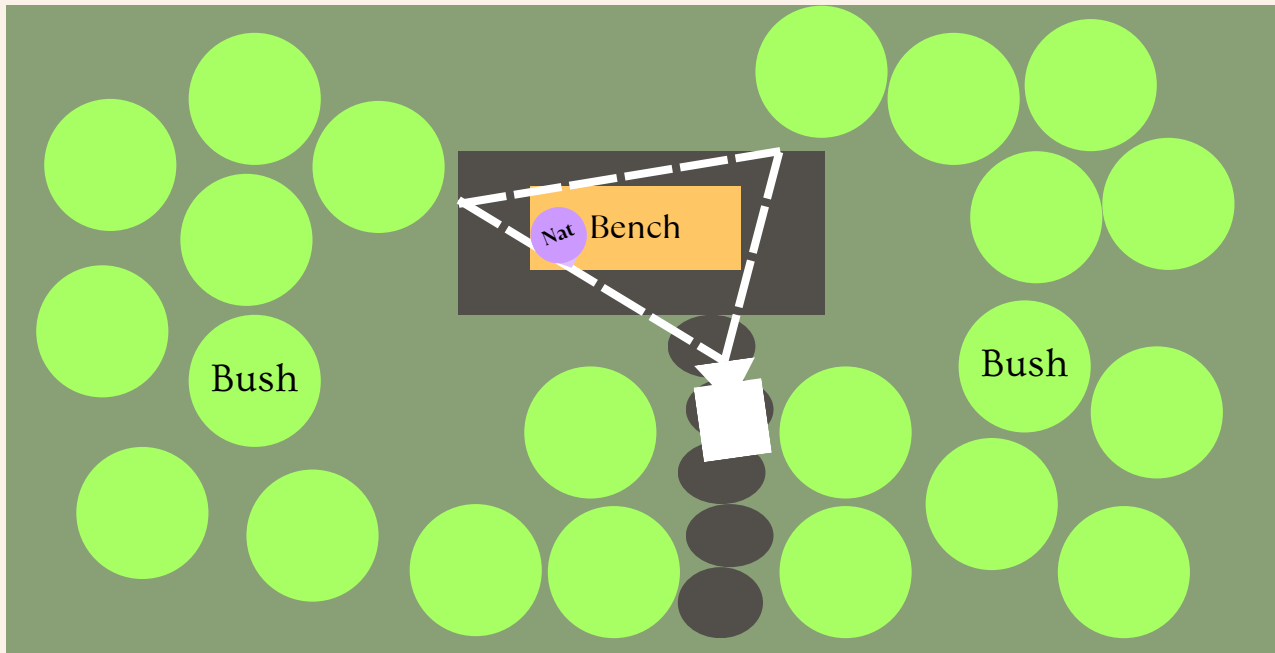
# STORYBOARD THUMBNAILS



# TOP-DOWN PRODUCTION PLANS

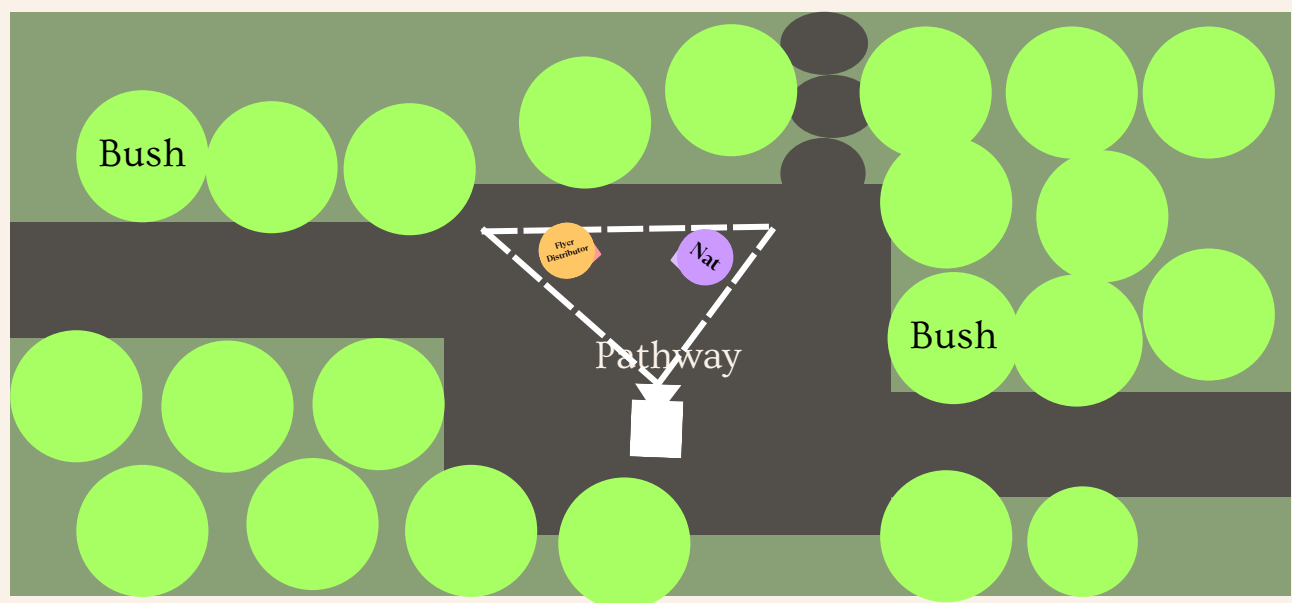
## Location #1: School Garden (Bench)

Scene #1 & 3



## Location #2: School Garden (Pathway)

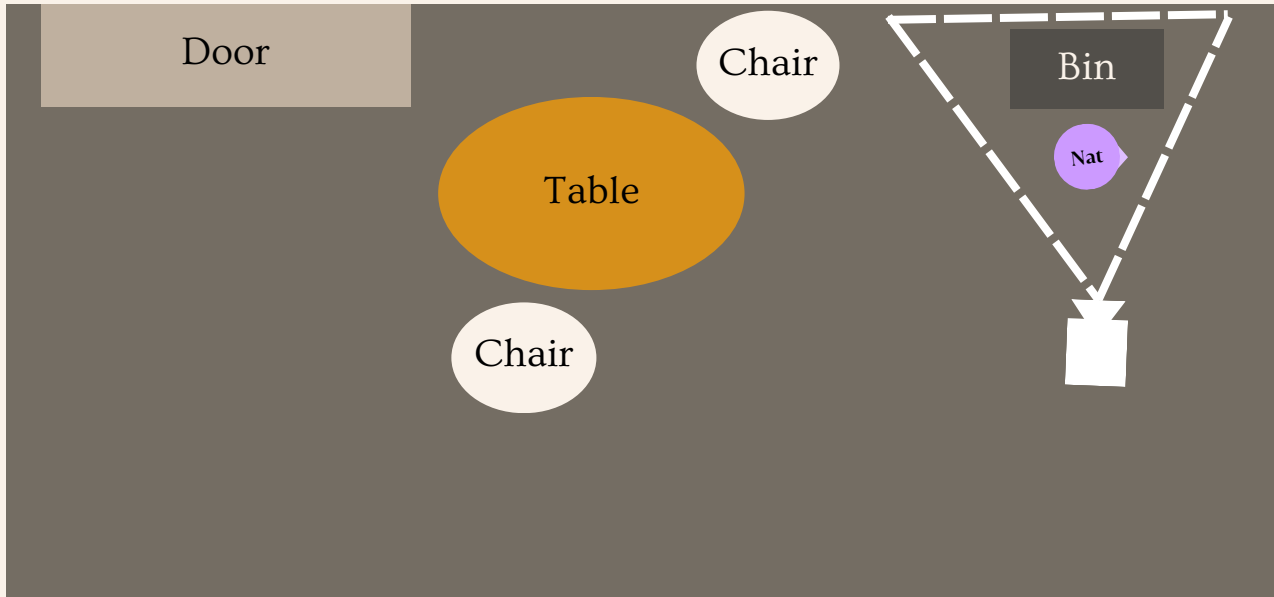
Scene #2



# TOP-DOWN PRODUCTION PLANS

Scene #4

## Location #3: School (Bin Area)



# SOUND SPOTTING SHEET

Item	Sync/Non-Sync	In-Time	Out-Time	Description	Remarks
01	Non-Sync	00:00	00:07	Background music (Nature)	
02	Non-Sync	00:07	00:10	Background music (Highlight/ending)	
03	Non-Sync	00:00	00:05	Chirping/bird sound effect	
04	Sync	00:04	00:05	Gasp Sound Effect	

# CREDITS

Director Tan Shi Jie

Producer Tan Shi Jie

Cast Charlene Ngiam  
Jessica Lim

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# ACKNOWLEDGEMENTS

I would like to express my sincere gratitude to Ms. Mok and my friends for their guidance, support, and assistance throughout this production. Their contributions and feedback have played a crucial role in creating this project. Thank you once again to Ms. Mok and all my friends for their support.

Thank you.

