**TITLE PAGE**

*\*description ex – A play in One Act*

by

Your Name Here

**TITLE**

by your name here

Copyright © *DATE* *Address*

NAME *city, state zip*

*Phone #*

*Email address*

TIME

PLACE

CHARACTERS

NAME: *description*

Note: *anything important to the production*

SCENE #

*Stage directions, scene description, etc.*

CHARACTER NAME

dialog

CHARACTER NAME

dialog

**Guidelines**

1. The name of the character speaking should be in CAPITALS and centered above the speech. Set your tab for 3.0 inches centered
2. Single space between character name and speech.
3. Single space speeches.
4. Double space between the end of a speech and the name of the next speaker or stage directions.
5. Stage directions should be tabbed over 1.5 inches
6. Put stage directions on separate lines and italicize them. Internal directions (emotive as opposed to active) should be in parentheses.
7. Type the name of the character in stage directions in all capitals
8. In general avoid stage directions that tell an actor how to read a line.
9. Cover page should include title of play, author’s name.
10. 2nd page should include title play and contact information for the author
11. 3rd page should include character names and descriptions, setting description, and time and place scene by scene if necessary.
12. The scene and number should be typed in all CAPITAL LETTERS and centered at the beginning of each scene. End of scene should be centered at the end of the scene in all capital letters.
13. Headers – should include the title of the play, do not include author’s name as many entries for festivals or competitions ask you to submit a blind script (no name listed).
14. Footers – should include page number starting at 1 for the first page of dialog. If it is a multiple scene or multiple act script the footer should include act and scene information.
15. If a character’s speech is interrupted by stage directions you should list the character name again followed by (cont.) to indicate they are continuing to speak.