

STAGE FORMAT

by

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Every script should have a title page with one contact address only in the bottom left hand corner. Always include a phone number and an e-mail address if you have one.

If you have an agent, the address and number can go here. A draft number or date is not required on a spec script.

ACT I

SCENE 1

ACT AND SCENE NUMBERS APPEAR ON THE SAME LINE AGAINST THE LEFT MARGIN. THE ACT NUMBER IS SPECIFIED IN ROMAN NUMERALS WITH THE SCENE NUMBER SPECIFIED IN ARABIC NUMERALS.

SCENE ACTION APPEARS UNDER THE HEADING IN CAPITALS WITH DOUBLE-SPACING BETWEEN PARAGRAPHS. SCENE ACTION SHOULD ONLY DEAL WITH SET DESCRIPTION OR WHAT IS HAPPENING ON THE STAGE AND MUST NEVER STRAY INTO SUPERFLUOUS NOVELISTIC TEXT RELATED TO CHARACTER THOUGHTS OR BACKSTORY.

CHARACTER #1: Character names appear against the left-margin in capitals. A character is designated by either their first or last name, but a role designation may be used instead with personal titles abbreviated. The designated character name should remain consistent throughout the entire script.

CHARACTER #2: Dialogue begins on the same line as the character name in normal upper and lower case text with single-line spacing.

A CHARACTER'S SPEECH CAN BE BROKEN WITH A PARAGRAPH OF SCENE ACTION.

And then continue without repeating the character

ACT I

SCENE 2

BEGIN EACH NEW ACT AND/OR SCENE ON A
NEW PAGE.

DON' T FORGET TO NUMBER ALL OF YOUR
PAGES - PAGE ONE BEGINS WITH ACT
ONE/SCENE ONE, NOT THE TITLE PAGE.

AND KEEP ALL YOUR PAGES TOGETHER WITH A
SIMPLE PAPER BINDER IN THE TOP LEFT
CORNER. UNFASTENED PAGES CAN BECOME
SEPARATED FROM THE REST OF THE SCRIPT
AND GET LOST!

AS A GENERAL RULE OF THUMB, FINISH OFF
AN ACT AND/OR THE SCRIPT LIKE THIS.

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