Standard Stage Play

1. Easy for a script reader to estimate how long the running time would be; lays script out as roughly 1 minute per page
2. Makes all elements of the script easy to read and understand (character names, dialogue, stage directions, page numbering)
3. Shows that the playwright knows something about submitting scripts

**The Basics**

* 8.5” x 11” white paper; one sided; black ink
* Font: Courier 12 Point

**The Title Page**

* Margins
	+ Top Mar: 3.5 inches
	+ Left: 4 inches
	+ Right: 1 inch
	+ Bottom: 1 inch
* Play’s Title: ALL CAPS (4 inches from left side of page, 3.5 inches from left)
* 2 lines spaces then underscore line
* ­­­­­­­­­­then two line spaces
* Then a description line like “A Play in Two Acts”
* Then two line spaces
* Then word **by** (not in caps)
* Then two line spaces
* Then your name
* Put contact info in lower right hand corner of the page (address, number, email)
* Title page is not numbered

**DRAMATIS PERSONAE PAGE (LIST OF CHARACTERS)**

* Directly after title page; page is not numbered
* Margins
	+ Top: 1 inch
	+ Left: 1.5 inches
	+ Right: 1 inch
	+ Bottom: 1 inch
* Top of Page: Cast of Characters
	+ Centered and Underlined
* Then two line spaces
* Then enter first name in your list of character names
* Your character names should line up on the left margin – they are underlined and followed by a colon
	+ Joe Shmoe:
* to the right of each character name, you’ll have a brief description
* then two line spaces then next character and so on
* If space allows, put the scene and time descriptions for the play below character list (your choice)
* center the word Scene (capitalized) and underline it - two line spaces then write scene of place where your play takes place at the left margin
* Then two line spaces – then word Time (capitalized and underlined) – then two line spaces – then write the scene or place where your play take place (such as The Present)
* IF NO ROOM FOR TIME AND PLACE ON CHARACTER PAGE – THEN TIME AND PLACE WILL GET A COMPLETELY SEPARATE PAGE FOLLOWING THE CHARACTER LIST

**Main Text Pages**

* Margins
	+ Top: 1 inch
	+ Left: 1.5
	+ Right: 1
	+ Bottom: 1
* 7 Elements
	+ Page Numbering:
		- Upper right corner
		- Page numbering starts with text
		- One Acts: 1, 2, 3
		- More than one act: use Roman Numerals to indicate act I – 1
		- Multiple acts with multiple scenes I – 1 – 1
		- Page numbers are consecutive throughout play (don’t start numbers over with new scene or act)
	+ Act/ Scene Descriptions
		- Each act and new scene starts at top of new page
		- Act designation is indented 4 inches from left edge of page – it is typed in ALL Caps and is underscored
		- Then 2 line spaces – then scene designation (underscored but not in caps)
	+ The setting description
		- Double spaced below the ACT 1 and Scene 1 designations on the first page
		- All Caps – SETTING: (at left margin) – On the same line - tab over - give description of the set
			* Setting refers to the way the stage is set
		- Double spaced below the setting – you have an AT RISE description
			* AT RISE:
				+ Description of the situation or activity that is taking place as the play begins
	+ Character Names
		- All Caps
		- Indented 4 inches from left side of page
		- Once name is typed – there is never a double space that follows – the next line after name is never blank - the next line is either dialogue or a brief stage direction if needed
	+ Dialogue
		- Runs all the way from left margin to the right margin
	+ Stage Directions
		- Always in parentheses
		- 2.75 inches from left edge of page
		- Each line of stage directions on the pages should not extend past approximately 2.5 inches before wrapping to the next line
		- Character names in SD are always capitalized
		- If they take place w/in a character’s dialogue – they are single spaced below the dialogue – then dialogue resumes – single spaced below internal SD
		- If sd happens in between one character’s dialogue and another character’s dialogue – then the SD is double spaced in it’s own area between the dialogue of the two characters
	+ Blackout/Curtain/End Designations