

PLAY TITLE GOES HERE

1

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a play in one act

TITLE character list

CHARACTER NAME: Brief description. Age and gender should suffice.

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Tag Line

Provide a tag line here.

Synopsis

Provide a brief synopsis here. Do not include any identifying information.

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SCENE 1

(Please put stage directions in parentheses, and they should always be indented. The idea is to clarify the difference between stage directions and dialogue. NAMES of characters can be in all caps in stage directions.

Be sure there are page numbers on every page.)

WOMAN

This is my line!

(Major stage directions: CHARACTER I moves around the stage, CHARACTER II enters or exits, etc.)

MAN

Hi.

WOMAN

Hi. Can I help you?

MAN

I want this to be my next line.

WOMAN

Why do I care?

MAN

I'm in a hurry. Right now it's...

(Checks watch.)

2:30, and I must be going -

WOMAN

Is that so?

MAN

Yes, that's so. This is an especially long bit of

MAN cont.

dialog that will flow to the next page, and therefore I need to add another character heading, thus indicating that I'm still talking.

WOMAN

Is that so? In my case, the dialog is all on the same page, so there is no need to indicate that my dialog is continuing. In the next scene we'll be telling you how to use this document as a template for your play.

MAN

Do be sure to leave a blank line after each speech and before a character's name.

END SCENE

SCENE 2

(As a general rule, start scenes and new acts on an entirely new page.)

WOMAN

(Checks watch)

I just wanted to say that, for the playwrights' convenience, if they are using the Word document version of this file as a Word Template, they can get the character name to line up properly by choosing the "Character name" style from the style list.

MAN

Good point. Dialog is the Normal style, stage directions that stand by themselves can be aligned by choosing the Stage Direction style-

WOMAN

I know! And the directions within a character's dialog are aligned using the Parenthetical style. In a reading it helps make it stand out that the person reading stage directions is not to read the parentheticals, which helps for PCSF readings.

MAN

Yes, but there's so much variation in "standard" play formatting that we won't penalize you for using a different indentation for your stage directions. Just do be sure to indent it so it can easily be distinguished from the dialog and the character names.

CURTAIN