<u>U.S. STAGE FORMAT</u>

by

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CHARACTERS

CHARACTER #1   The boss of a large corporation. He's
                                been round the houses a lot, but now
                                just wants an easy life.

CHARACTER #2   A young worker, nervous, timid.

CHARACTER #3   A department manager who thrives on
                                interviewing prospective new staff.

*(Characters are generally listed in order of importance with
some kind of brief description.)*

SETTING

Several small offices in a large corporate building situated in
the far West side of London, England.

TIME

The day before an interview. And the following morning. The
present.

*(The setting and time page is formatted as above. How much
setting description you include will depend on how rooted your
play is in reality. The more fantastic the setting, the more
description it will need. If your play has a particularly
complex structure, you can also include a scene breakdown,
either on this page or the next, as in the example below.)*

ACT I

Scene 1   An office.   Now.

Scene 2   A small office.   Last week.

ACT II

Scene 1   An office.   Now.

ACT I

SCENE 1

(Act numbers are specified in roman numerals with scene numbers specified in arabic numerals. Scene action appears in upper and lower case text enclosed within round brackets. The opening paragraph of a new scene is indented slightly further than subsequent 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 in capitals indented to around the middle of the page, but not centered. 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 appears directly under the character name in upper and lower case text.

(If scene action interrupts a character's speech on the same page...)

CHARACTER #2 (Continued)

Then you must begin a new character cue when continuing the dialogue. Paragraphs of dialogue must always be preceded by a character name and never appear on their own.

CHARACTER #1
(Beat)
Parenthetical instructions appear in upper and lower case text enclosed within brackets on a separate line in the body of the dialogue.
(Pause)
Never leave a parenthetical hanging at the bottom of a page when breaking a character's speech. Move it to the top of the next page under the character name.

                         CHARACTER #1 (Continued)
Split dialogue between pages only if at least two
lines appear on the first page, and only after a
sentence.

                    (Indicate the end of a scene or act in the
                    scene action.)

ACT II

SCENE 1

(Begin each new act 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.)

CHARACTER #1
As a general rule of thumb, finish off an act and/or
the script in the following way.

(Blackout.)