

Screenplay formatting can be complicated. We don't expect you to get it perfectly, but we expect you to try. Here are some basics:

**TITLE PAGE:**



Press ENTER 20-22 times then type the title of your script in the center of the page in bold capital letters, Courier, 12pt font. Hit ENTER twice and type "by" or "written by" then hit ENTER twice again and type your name.

In the lower right corner add the following info:

1. Age & Grade
2. School
3. Teacher/Mentor's Name
4. Parent/Guardian's Name
5. Parent/Guardian's email & phone #

*This is very important info so don't forget!*

**STORY SUMMARY & CHARACTER DESCRIPTION PAGE:**

While this is not common for screenplays, for this competition we do require a page that gives us an idea of what your script is about and the characters that will need to be cast for it.

Start with a short summary of what your script is about. Describe the basic who, what, when, where and why. A 3-5 sentence paragraph will do.

Now list out each character that appears in your story and give a brief description of who they are, how they act and what they look like. *Example:*

BARRY BARRINGTON: A clever 7 year old boy who is a nice kid but can't help getting into trouble wherever he goes. Barry always has his lucky ballcap on.

- Submissions must be typed in 12 point font.
- Use the font "Courier" or "Courier New"
- Scene headings and description of action begin on the left margin.
- Character names are capitalized and centered over dialogue. (Tapping the TAB Key 5 times gets you close to the correct position)
- Dialogue is centered. (Tap the TAB Key 3 times.)
- If there is a character off screen talking put (O.S.) next to their name. See *Ex.1*
- If there is a voice over speaking while a scene plays out, put (V.O.) next to their name above the dialog. See *Ex 2.*
- Pages are numbered in the upper right corner of the page. Note that numbering does not start until the actual script starts and should not appear on your title page.

*Ex. 1*    BUBBA (O.S.)

Where's my supper?!

*Ex. 2*    NARRATOR (V.O.)

As we all drifted off to sleep the voices of nature sung sweetly into our ears. It was the last good night's sleep I had for years.

On the next page you will find more notes written out in the script format followed by an actual example on page 3.

You will notice on both examples the scene header starts with "INT." This stands for "INTERIOR". If a scene takes place outside you would put "EXT." for "EXTERIOR".

Remember:

INT = interior (inside)  
EXT = exterior (outside)  
V.O. = voiceover  
O.S. = offscreen

On the last page of the script put FADE TO BLACK: or CUT TO BLACK: right justified on the page then THE END underlined in the center. See the last page of the examples here.

Scene 1

INT. SETTING - TIME OF DAY

Brief description of the setting.

Describe the CHARACTERS that are present in the scene. Make sure to capitalize each NAME of the CHARACTER as you mention them for the first time.

Give a brief description of action or mood.

*(hit TAB 5 times)* CHARACTER 1

*(TAB 3 times)* Type the dialog here.

Does an action occur or a mood change, if so describe here.

CHARACTER 2

More dialog. Make sure that if the dialog is long that it maintains the format and doesn't accidentally shift all the way back to the left side of the page.

CHARACTER 1

Look, more dialog!

Something interesting happens and is described here.

CUT TO:

INT. SETTING - TIME OF DAY

Describe the new scene and introduce the new CHARACTER.

CHARACTER 3

And the dialog goes on.

Scene 1

INT. BAKERY - EARLY MORNING

Sign reads "Take and Bake". Tables are full of baked goods. Coffee is brewing in the pots. The 3 pigs are sorting through doughnuts on a table.

BAILEY is the oldest pig. He's grumpy and wearing overalls. TURNER is the second pig. She's got big blonde hair and wears pearls. TINY is the smallest pig. She's always smiling and has on a sweater.

Bailey picks up a piece of chocolate.

BAILEY

I'm making my donut from this Hershey bar.

Turner looks confused.

TURNER

You'll never sell donuts made of just chocolate. I'm making mine from pure vanilla extract.

TINY

I'm making mine the right way.

Tiny smiles as she looks toward the kitchen door.

CUT TO:

INT. BAKERY KITCHEN - MORNING

WOLF is placing donuts on a rack. He's very careful with the treats, as though they are his works of art.

WOLF

Come on little ones. Make me proud.

FADE TO BLACK:

THE END