

Play Title

10 Minute, 3 Character Play

Written by Playwright

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CHARACTERS:

- Todd, in his 20's
- Brat, in her 20's
- Jessie, in her 30's

SCENE ONE – IN MALL – DAYTIME

TODD and JESSIE C stage.

JESSIE

Todd. I need a play template to write a script.

TODD

I have one I use. It is a template in MS Word. I have Final Draft, but when I did my graduate studies in play writing, my mentor wanted MS Word so that it was easy for her to read and add comments.

JESSIE

Is it simple to use?

TODD

Very simple.

JESSIE

Does it conform to the standard?

TODD

The script uses Courier 12 font and classic 1" margins with 1/2-inch top margin to the header and 1 inch to the script. Bottom is the same in reverse. The title page is not part of the page numbering, and if you need a blind script, just convert to a PDF skipping the title page. Author identity is shown only on the title page.

JESSIE

Why is there a date in the lower right of the title page?

TODD

I find it useful so when I make a PDF to send, on the title page only it tells when the file was created.

JESSIE

What are the formatting styles?

TODD

Three main formatting styles exist. First is the CHARACTER name. It is indented 3 inches. The name is displayed in all caps and when enter is pressed, the style auto changes to dialogue and the character name is tied to the first line of dialogue so that it is not split on a page break.

JESSIE

What about spoken dialogue?

TODD

Dialogue is left aligned. When enter is pressed the style changes back to CHARACTER.

JESSIE

Dialogue looks like Normal style. Why not just use normal?

TODD

Having all dialogue set as Dialogue style makes it easy to change from single to double spacing in one step. Just modify the Dialogue style.

JESSIE

So normal flow is type in a name, enter, their dialogue, enter then next name...

BRAT Enters.

TODD

Actions are entered as style ACTION. Stage directions use style ACTION. They are indented 2 inches and in italics. When enter is pressed, it converts to CHARACTER style.

BRAT

(To Audience) Parenthetical directions are placed in DIALOGUE wrapped in parentheses and in italics. They are implied to be direction of the speaking person, so no need to mention who the parenthetical direction is acting on.

TODD

So, in the example, it means Brat speaks to the audience.

JESSIE

Any other subtle things?

TODD

The spelling is set up as English (Canada). To change it to US, UK or Australian, select all text and then select the language you want.

JESSIE

How do I start?

TODD

Make a copy of this script, naming the file to your play. Load into MS Word and modify to your script. If you make changes to the styles, then when you need your next script, duplicate that file and start again.

JESSIE

Thanks.

CURTAIN