



CVP ONE ACTS AND 10 MIN PLAYS

FORMATTING GUIDE

Note: These guidelines are designed for Microsoft Word or a similar word processing program.

Cover Page

- The cover page should contain all the essential information. This includes Title, Subtitle, Byline, Mailing Address, Phone Number, Email, and Copyright notice (if applicable). By providing all of this on the first page of your script, you make it easier for our committee to process your submission and contact you.
- The title and byline should be centered, approximately half-way down the page. Contact information should go in the bottom right corner. Copyright information can go in the bottom left.
- You can submit your script by email to Joe Mishler jmm1967@comcast.net
OR submit a hard copy by mail to:
CVP One Acts
4861 White Lake Rd.
Clarkston, MI 48346
- Copies of plays sent to CVP will not be returned.

Standard Format

Basics:

- Your document should have standard one-inch margins.
- All text should be single-spaced, in a serif font, such as 12 point Times New Roman.
- Double space to separate characters' lines or longer stage directions.
- Insert continuous page numbers in your footer at the bottom of the page. The title page should never be numbered. Page one should be the first page of the play.

Cast and Setting:

- Following the cover page, provide a brief cast of characters, as well as time and place notes. A short synopsis would also be helpful.
- Character names, ages, genders, and any short but important physical characteristics belong here.
- If doubling is possible, it should be mentioned here, as well.

Acts and Scenes:

- Each new act and/or scene should be started on a new page and be center justified.
- The act should be written in ALL CAPS and roman numerals, while the scenes should be in capital and small letters, a double space below and underscored, as follows:

ACT II
Scene 6

- You should include a description of the setting and activity at the beginning of each scene. These can be simply designated by the terms “Setting” and “At Rise.”
- An act or scene should be ended with “Blackout,” “Curtain,” etc.
- The end of the play should also be noted.

Dialogue and Direction:

- When a character is speaking, his or her name should be centered in ALL CAPS. If continuing a character’s speech from a previous page, insert (Cont.) after the name on the same line. Any other brief direction (one-word) can also go on this line in parentheses. Longer directions belong on the following line in parentheses, three indents in.

JOHN (laughing)

Text would go here. Emphasis may be indicated by *italics* or underlining.

OR

JOHN

(Tosses keys across room while laughing)

If you have longer directions, move to the next line and use three indents.

(JANE walks across room to pick up keys. She shakes some dust from them and unlocks the door.)

Then continue dialogue after one space. Note that characters’ names in directions are also in ALL CAPS.

- Simultaneous dialogue should be placed side-by-side, spaced to start and end at the same place on the page.
- Trailing off should be indicated with ellipsis (...) whereas being cut off should be indicated with an m-dash (–)

An example of a properly formatted cover page and a play in standard play formatting is presented on the following pages.

TITLE

Sub-Title and/or Genre Description
by Your Name

Your Name
Your Address
Phone
Email

A copyright would be placed here if there was one.

Cast of Characters

JOHN DOE: 45 years old, a university professor.
JENNIFER DOE: 42 years old, a caterer, John's wife.
JANE DOE: 20 years old, a student, John and Jane's daughter.

Synopsis

Include a brief summary of the play for the benefit of the script committee.

Place

The Doe Home in Maplewood, New Jersey

Time

Present Day, Late Fall

ACT I
Scene 1

Setting: This is where you describe what is present on the stage, such as furniture, doors, shape of the space, etc.

At Rise: This is where you describe the action taking place when the lights are brought up on the stage, for example: *John is discovered sitting in a chair. Jane is looking out the window.*

JOHN (patiently.)

XX.

JANE

XX.

(Enter JENNIFER, left.)

JENNIFER

XX
XXXXX.

JANE

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

JENNIFER

XX

JOHN

XXXXXXXXXXXXXXXXXXXX!

(Exit JOHN, left.)

JANE

(Looking at letter in JENNIFER's hand.)

XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

JANE

XXXXXXXXXX.

JENNIFER

XXXXXXXXXX.

(They run off.)

CURTAIN