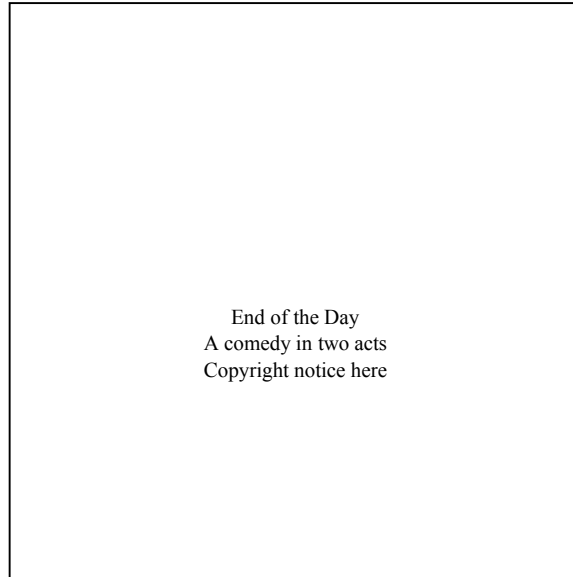


**American Association of Community Theatre**  
***AACT NewPlayFest Script Formatting***

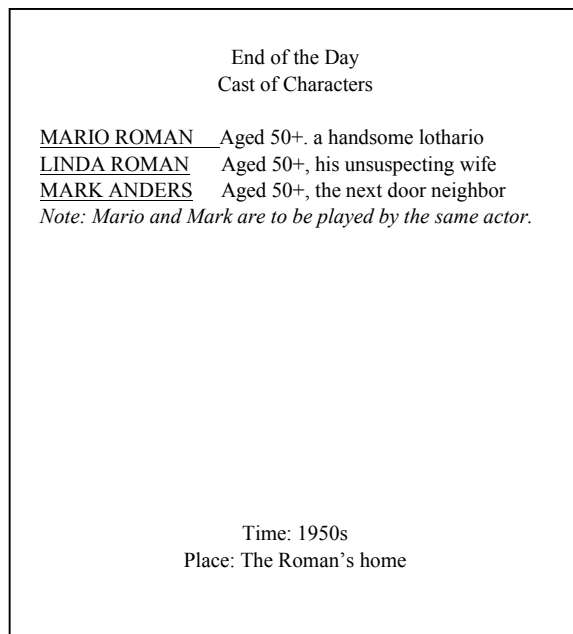
*Please read all instructions carefully for requirements and the suggested formatting guidelines.*

**REQUIREMENTS**

- **Do not put the playwright's name anywhere in the script or in the properties of the digital file.**
- Use standard one-inch margins: right, left, top and bottom.
- All text in 12-point Times New Roman or an equivalent font.
- Include the play's title, centered on the cover page. If there is a copyright notice, list it below the title.



- After the cover page, the next page lists the cast of characters and their respective descriptions. (If doubling is possible or necessary, mention this underneath the list of characters.) Also on this page, include setting - time and place.





## SUGGESTED FORMAT FOR ACTS AND SCENES

Formatting can be done in many ways, be intentional and consistent.

- Center each new act and scene.
- Double-space before beginning the scene's opening description or first line of dialogue.
- Description of the setting and activities used at the beginning of a scene written like stage direction: single-spaced in a column on the right half of the page.
- Scene endings noted in ALL CAPS.
- The play's ending noted with END underneath the final line or stage direction.

### ACT I Scene One

Lights up on a house that has seen better days.  
Downstairs there is a full kitchen and living room with a staircase leading up to unseen bedrooms. The front door leads directly into the living room.

LINDA is seated on the couch, nervously awaiting MARIO's return. After several tense moments, the door opens.

MARIO

I know I'm late, so don't start with me, Linda.

LINDA

If that's all you have to say to me, goodnight.

BLACKOUT

### ACT I Scene Two

Lights up on LINDA pacing back and forth in the kitchen and MARIO doing the same in the living room.

## SUGGESTED FORMAT FOR DIALOGUE AND DIRECTIONS

- When a character speaks, his or her name centered in ALL CAPS.
- Single-space under the character's name.
- When a character is mentioned in stage directions, name in ALL CAPS.
- Shorter stage directions in parentheses and next to or centered and single-spaced under the character's name.
- Shorter stage directions that occur within a character's line of dialogue in parentheses and within the line.

## DRAMATIST GUILD FORMATS ARE ACCEPTABLE:

### Dramatist Guild Modern Stageplay format

#### Scene 1

Here is where you will set up the beginning of your scenes and give necessary information.

The font is Times New Roman 12pt.

BILL stands in the doorway. (Bill's name is in all caps the first time whenever his name is in a stage direction).

BILL  
(entering)

Use the standard Dialogue element for all of your character's great lines.

Here is where you write stage directions, actions, or stage actions not reliant on dialogue.

JANE  
(giggles)

Oh Bill, you say the sweetest things.

Jane does a little dance.

BILL  
Well that's all the dialogue I have, but I'm sure the writer will use this template and finish this play. Hopefully you'll still think I'm sweet by the end.

JANE  
I guess we'll have to wait and see, but this template should get the writer on its way.

**The Dramatists Guild of America** was established over 80 years ago, and is the only professional association which advances the interests of playwrights, composers and lyricists writing for the living stage. The Guild has over 6,000 members nationwide, from beginning writers to the most prominent authors represented on Broadway, Off-Broadway and in regional theaters. To learn more about the Dramatists Guild of America, please visit [www.dramatistsguild.com](http://www.dramatistsguild.com)

**Dramatist Guild Traditional Stageplay**

Scene 1

*This is the Notations element.  
Here is where you will set up the  
beginning of your scenes and give  
necessary information.*

*This format is based on The  
Dramatists Guild of America's  
suggested traditional play  
format.*

*The font is Courier New 12pt.*

*BILL stands ready to help you.*

BILL

(entering)

Use the standard Dialogue element for all of your  
character's great lines.

(Use the Action element for stage  
action not reliant on dialogue and  
always put it in parentheses.)

JANE

(giggles)

Oh Bill, you say the sweetest things.

(Jane does a little dance.)

BILL

Well, that's all the dialogue I have, but I'm sure the  
writer will use this template and finish this play.  
Hopefully you'll still think I'm sweet by the end.

JANE

I guess we'll have to wait and see, but this template  
should get the writer on its way.

**The Dramatists Guild of America** was established over 80 years ago, and is the only professional association which advances the interests of playwrights, composers and lyricists writing for the living stage. The Guild has over 6,000 members nationwide, from beginning writers to the most prominent authors represented on Broadway, Off-Broadway and in regional theaters. To learn more about the Dramatists Guild of America, please visit [www.dramatistsguild.com](http://www.dramatistsguild.com)