

## **Region VII Formatting guide/suggestions.**

Whether you are writing a 10-Minute, a One-Act, a Full-Length, or a six hour fantasia spectacle on national themes, these formats will suit your needs. Remember, anyone reading your play, (especially when they have a stack of 400 scripts to read), will want to immediately be drawn into the story, and if they can't understand something as simple as your formatting then it can hurt your chances. This isn't to discourage you from experimenting with format. Formatting can be done in many ways, but make sure you are being intentional and consistent.

### **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.

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## General Stageplay Format

### SCENE ONE.

DR. JUDITH BROWNE's consulting room in a New York Health Center. There is a main door to the reception area of the practice and a back door. It is a post-war building, with Victorian trimmings around the main door and the frames. This play goes further in describing the setting.

This format uses Times New Roman font.

Stage direction use a formatted using parentheticals as below.

(A SILENCE.)

JUDITH  
I have something to tell you.

ROBERT  
But...

JUDITH  
I love you.

(ROBERT takes a breath to speak but JUDITH stops him.)

ROBERT  
Judith.

JUDITH  
Oh, what you must think?

ROBERT  
Come on, now.

JUDITH  
It's true. I can't help it. I know you should never become involved with a patient.

ROBERT

Judith, I love you too.

(She looks at him her mouth open a little. For a moment she is lost.)

A SILENCE.

Then she allows ROBERT to help her back onto the chair. She smooths her clothes down. ROBERT returns to his chair.)

JUDITH

I-I can't believe it.

ROBERT

It's true

(The lost look is on JUDITH face again. ROBERT speaks very gently.)

You heard what you wanted to hear.

(A PAUSE.

And JUDITH is near tears.)

## **Dramatist Guild Musical Format**

### Scene 1

*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 musical format.*

*The font is Times New Roman 12pt.*

*BILL stands ready to help you.*

BILL

(entering)

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

(Stage directions and stage action not reliant on dialogue— always in parentheses.)

JANE

(giggles)

Oh Bill, you say the sweetest things.

(She sings.)

LYRICS ARE IN ALL CAPS

I AM SINGING

IT IS SO BEAUTIFUL

STANZAS ARE SEPARATED BY A BLANK LINE

IT IS SUCH BEAUTIFUL SINGING

SINGING

SINGING

SINGING

BILL

That was a great song, but I'm sure the writer will use this template and write some better songs. 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.

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