*In order to keep the playwright’s name and school anonymous for the purposes of selecting scripts that will be presented at the NC Young Playwrights Festival Showcase, please do not attach a title page. This should be the first page of the script document you send by attachment*. ***However, include playwright’s name and school name in the body of the email.***

Email script to Heather Daurity at submissions@nctae.com

*Be sure to complete the Google Form with the playwright, teacher, and school information by the due date.*

NAME OF PLAY

Characters

NAME Brief description, including age range and relationship to other characters

NAME Brief description, including age range and relationship to other characters

NAME Brief description, including age range and relationship to other characters

Setting(s)

Location where the play takes place

If you have multiple locations, list them in order

Time

Year, time of day, etc.

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, such as: John is discovered sitting in a chair. Jane is looking out the window.

JOHN

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

JANE

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

(Enter JENNIFER, left.)

JENNIFER

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

JANE

Xxxxxxxxxxxxxxxxxxxxxxxxxxxx.

JENNIFER

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx…

(JENNIFER joins Jane looking out the window while John quickly rises and exits stage right.)

JANE

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Tips for Formatting the Manuscript in Word 2010

1. Use 12 pt. font throughout, preferably in Courier, Ariel, or Times New Roman.

2. Click in the bottom margin of one page to insert the name of the play as the footer of every page.

3. Use Crtl E to center character names, or tab to 3” mark on ruler. Place character names in all caps.

4. Use Ctrl L to return to the left margin to type dialogue.

5. Enter twice to double space between one character’s dialogue and the next character’s name.

6. Place internal stage directions in parentheses two tabs in from left margin.

7. You can use sections to start the page number at 1 on the first page of the dialogue. Alternately, insert page numbers for the whole document, but change the start number to 0, rather than 1.

8. So that you don’t have to type a character’s name every time that you write a line you can use macros. Here is how they work.

- Go to View on the top menu

- On the far right is the Macro button

- Click on it and then click record Macros

- Assign the Macro a name (the name of the character works best)

- Then click on keyboard and choose a shortcut (such as Alt C – if your character’s name is Cathy)

- Then press close – On your play center and then type the name, you can even return it to the next line so that you are ready to type the line.

- Then go back to Macros and press stop record.

- Now whenever you type the shortcut it will put in the name automatically.

- You can even set up a Macro for stage directions

- Play around with it and it will make your playwriting go that much faster