

Script Formatting for the Youth Theater Plays

Key Details - Play Script Formatting:

Certainly! Creating a play script for a youth group involves consideration for the age of the reader which leads to specific formatting guidelines to ensure clarity and readability. Here's a concise summary overview of the standard stage play format

1. Paper Size and Font:

- Use **8.5" x 11"** white paper, typed or printed on one side only, using **black ink**.
- The standard font is **Courier 12 point**. However, **Times New Roman 12 point** is also acceptable and is much easier to read for young actors.

2. Title Page:

- Top Margin: **3.5 inches**
- Left Margin: **4 inches**
- Right Margin: **1 inch**
- Bottom Margin: **1 inch**
- Elements on the title page:
 - **Title:** Printed in **ALL CAPS**, 4 inches from the left side.
 - **Underscore Line:** Two spaces below the title, running the length of the title.
 - **Description Line:** E.g., "A Play in Two Acts."
 - **Byline:** The playwright's name.
 - **Copyright Information:** If applicable, place it in the lower left corner.
 - **Contact Information:** In the lower right corner.

3. Cast of Characters:

- Comes directly after the title page.
- Top Margin: **1 inch**
- Left Margin: **1.5 inches**
- Right Margin: **1 inch**
- Bottom Margin: **1 inch**
- Elements on this page:
 - **"Cast of Characters":** Centered and underlined.
 - **Character Names:** Left-aligned, underlined, followed by a colon.
 - **Character Descriptions:** Briefly describe each character.
 - Repeat for all characters.

4. Text Pages:

- Consist of seven basic elements:
 - **Page Numbering**
 - **Act/Scene Designations**
 - **Setting Description**
 - **Blackout/Curtain/End Designations**
 - **Character Names**
 - **Dialogue**
 - **Stage Directions**

Remember that proper formatting not only makes your script professional but also helps producers and readers estimate the running time and understand your work. Happy writing!

[Sample follows from a New Artists Productions Script]

[TITLE PAGE]

Monday at Noon

A full-length Play

By Dan Alnich

Contact:
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MONDAY AT NOON - BY DAN ALMICH - SEPTEMBER 2007

Setting: Day – Monday; Time – 5:00 PM; Place – Kim’s Bedroom

NARRATOR

(Speaking to the Audience)

Good Evening friends. My name is Susie. Tonight, ... I will be your guide to help you keep track of where you are in our journey into the macabre. As our bizarre little tale unfolds you will need to be aware of where we are, ... what day it is, ... and the time of day.

(Walking to the poster board)

Our journey begins at Kim’s house; ... in her bedroom where she is meeting with some of her friends.

It is Monday, 5:00 PM, of the week preceding their departure to Indian Island.

(Change the poster board)

Now, ... sit back, ... grasp the arm of a friend, or ... cover yourself with your coat as we begin our story.

ACT 1, SCENE 1: MONDAY, 5:00 pm – GIRL TALK (Monday before the trip)

(The scene is a girl’s bedroom in a small Oregon Coast town. The time is the present. They are discussing a trip to Indian Island. Indian Island is a very small island off the coast of Northern Oregon. Beth, Margaret, Ann, and Kim enter Kim’s bedroom from Stage Right in front of the main curtain. As they all walk across the stage.)

BETH

I hate packing. I’m always afraid I’ll forget something I’ll want later. I seem to remember the less important things ... like a toothbrush, ... toothpaste, ... socks and underwear. But I forget essentials like my I-Pod, mirror, or colored laces for my sneakers.

(As the girls talk, they are folding clothes on the bed.)

KIM

That’s why we’re planning early, so we don’t forget anything important

ANN

Like, it really doesn’t matter on this trip. Only girls are going and it’s going to be a lot of work. Everyone is going to want to hike and swim, ... or work on merit badges. Cathy said the island is mostly mountainous. Her cabin is on top of a cliff with a steep rail leading up from the beach. Like, ... I’m really exhausted.

MARGARET

It sounds like a really cool place. I’m looking forward to going.