**SCRIPT FORMAT EXAMPLE**

The example below is the standard formatting for submission of Bendigo Theatre Company TENX10 plays.

You must submit two PDF copies of your play. One copy must have a cover page with your name and contact details. The second copy must be totally deidentified. Plays submitted that do not meet these requirements will be sent back to be changed.

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**ACT ONE SCENE 1**

*Stage directions should be in italics.*

CHARACTER 1

The font to use is Times New Roman 12 point. Character names should be in upper case and dialogue in lower case. Dialogue spacing should be 6 point before each character’s speech and 12 point after.

CHARACTER 2

Left align everything. Don’t right justify. If you need to write in a pause, it should go in italics the same as other stage directions.

*Pause*

CHARACTER 1

Brief stage directions that apply to one character (*to herself*) can be put in the dialogue in italics.

CHARACTERS 1 CHARACTER 2 (*together*)

It’s a good idea to keep stage directions to a minimum. Directors and actors need the space to put their own interpretations on the script.

**SCENE 2**

CHARACTER 3

Don’t forget to paginate your script, preferably in the bottom right hand corner. You may like to put the © symbol on your script but it’s not necessary. Your play is protected by copyright if you do that or not. Leave a decent margin on each side and use only A4 size pages.

THE END

Proofread your finished script carefully AFTER you print it out and BEFORE you send it to us. Check spellings, punctuation, line spacings etc. Your play doesn’t have to be grammatically correct – and you might choose not to use standard punctuation – but it DOES need to be consistent.