

Script used to show formatting only and not as an example of good writing!!

The title page ...

THE GUESTHOUSE

*Title in all caps
and underlined*

A Play in Two Acts

by

Jenice Gharib

Your name

*Check the playhouse's
submission guidelines
regarding the title page
requirements. They often
require your address,
email address, and phone
number on this page. Don't
include this information on
the other pages of your
script.*

Cast of Characters

KATHERINE, a woman in her late 30s or early 40s, professor of archeology.

DIANA, her younger sister, part-time interior designer, carries a large Gucci bag.

BILL HOLIDAY, their father, mid to late 60s, looks in good physical shape, wears a Navy baseball cap.

KAY, a hospice worker in her early 50s, slightly overweight, gray haired and carrying a large plastic bag with a drug company name on the side and a plastic tool box covered in bumper stickers (Save the Whales, Defoliate the Bushes).

Example

This page provides basic or essential information on all the characters in your play. A short description is better than a long one. The characters' dialogue and action/business will tell even more about who they are. These descriptions will be used by the director to get a sense of your characters and to evaluate casting needs.

Use wide margins. At least an inch on each side to allow for director or other notes and for holes to put the script in a binder.

At the beginning of the act or curtain rise. (at left margin)

AT RISE:

Stage description ...
You don't have to include it all. Just the important bits. (about 2 inches from the right margin)

All caps for music, character names, or other instructions.

Dialogue lower case and full page.

Hey, Dad, here's one you should know. What did Tokyo used to be called? Three letters.

Edo.

ACT I Note the acts if your play has more than one act. Start each act on a new page. (centered and all caps)

SCENE I Note the scene number. (centered and all caps)

(Evening. A living room and adjoining kitchen of an older home in a suburb of San Diego. The living room takes up most of the playing area to stage right. It consists of a hospital bed, recliner and television. A bed stand with bottles of pills, a cup of water with a straw, telephone, and boom box is next to the bed, which is center stage. Japanese knickknacks (including at least one Japanese doll) are placed around the room, and a wrinkled and tattered poster of Mt. Fuji tacked to the wall. A front door is stage right. Stage left is a small kitchen with a 50s chrome table and two chairs. There is no wall between the living room and kitchen. A hallway entrance is to the left of the bed and is half covered with a Japanese door hanging.

MUSIC plays on the boom box. Lights come up on KATHERINE sitting in the recliner doing a crossword puzzle. She gets up and turns the music off.)

KATHERINE Center and all caps.

BILL
(enters slowly through hallway door, his hair is wet, his hat is in his hand. He speaks breathily.)

Stage directions just left of center. Another option is to drop the parenthesis, indent and italicize.

(KATHERINE writes it down. BILL walks carefully to the bed holding onto the wall.)

KATHERINE

(looks up and then gets up)

You need help?

(BILL waves her away. KATHERINE tries to help him into bed anyway.)

BILL

I said

(pause)

I was fine.

Note when you want the dialogue or characters to pause. This is more like a full stop than a simple pause.

KATHERINE

You should let me help you shower, or Kay from hospice when she's here. It's what we're here for.

BILL

(still a bit breathless)

Over my dead body.

KATHERINE

(stares at BILL intently)

Well?

(BILL stares back and emphatically puts hat on head.)

(pause)

(KATHERINE crosses to kitchen.)

KATHERINE

You want some coffee? I'll make us some coffee. Decaf.

(KATHERINE looks in kitchen cupboards for coffee. Pulls out a jar of instant coffee and opens it.)

KATHERINE

It's empty.

BILL

Your sister's bringing some.

KATHERINE

Tonight?

This script was formatted in Word and did not use any special formatting program. It can be done!