[SCREENPLAY FORMAT CHEAT SHEET] ^[0.5 inch top margin] [page number]> 1 1.5- inch margin >FADE IN: <[Transition, ALL CAPS always] [0.75-inch margin> one-line space> v [locations are either INT or EXT] [It's DAY or NIGHT, v DAWN or DUSK ONLY!] Location slug>INT. SCREENPLAY/TELEPLAY FORMAT CENTER - DAY <[ONE LINE ONLY!] one-line space> Screen directions that say what the location looks like in brief but telling detail. one-line space> v [Use a new paragraph to introduce a new character] SCRIPTA (20s, attractive, dressed like a pirate) stands in the location, doing something that the screen directions describe. Scripta suddenly stands at attention: one-line space> SCRIPTA <[ALL CAPS here, always] indent to 4.25 inches> 1.5-inch L/R indent> I love to speak dialogue!

But only after I've been introduced in the screen directions by name in ALL CAPS, followed by a brief description in parentheses!

one-line space>

WRITOR (30s, rugged, long-haired in a flight suit) runs into the room. He stands in front of Scripta and salutes her in the British military style as a SOUND EFFECT is added and noted in ALL CAPS because it's a cue for the sound department.

one-line space>

indent to 4.25 inches> WRITOR <[ALL CAPS here, always]

capital!

indent to 2.5 inches> (conspiratorially) <[ONE LINE ONLY!]

Not only that, but I love to indent my parenthetical instructions of no more than one line!

one-line space>

indent to 4.25 inches> SCRIPTA <[ALL CAPS here, always]

1.5-inch L/R indent> I love that, too! But, like everything else in the screenplay,
it must be in Courier New 12!
And nothing in bold ever!

one-line space>

Scripta and Writor embrace and kiss passionately. Amid their feverish making out, they speak.

one-line space>

indent to 4.25 inches> WRITOR <[ALL CAPS here, always]

1.5-inch L/R indent> Will we ever be in an exterior or EXT., my love?

one-line space>

Scripta turns Writor's head toward the wall.

_V [0.75-inch bottom margin]

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^[0.5 inch top margin]
                                                                    [page number]> 2
one-line space> v [Use new paragraph to suggest a change in shot size or POV shot]
             A CLOCK ON THE WALL<[needs to be seen clearly and so in ALL CAPS] shows it
             is noon.
one-line space>
                                             SCRIPTA <[ALL CAPS here, always]
            indent to 4.25 inches>
             1.5-inch L/R indent> Yes, but only in the DAY, NIGHT,
                              DAWN or DUSK! Our creators may
                              only show or have someone say a
                              specific time of day!
one-line space>
            indent to 4.25 inches>
                                             WRITOR <[ALL CAPS here, always]
             1.5-inch L/R indent> Oh, Scripta! This is the first
                              time the audience knows your
                              name! Until now they've just
                              known you as a woman dressed
                              like a pirate!
one-line space>
             Scripta pulls out a JEWELED SCIMITAR <[which is an unusual prop and so in
            ALL CAPS] and holds it to Writor's throat.
one-line space>
            indent to 4.25 inches>
                                             SCRIPTA <[ALL CAPS here, always]
             1.5-inch L/R indent> Did I TELL you to say my name?
                              If so, it would be in ALL CAPS
                              which is the only way to empha-
                              size something in a screenplay!
one-line space>
            indent to 4.25 inches>
                                             WRITOR <[ALL CAPS here, always]
            indent to 2.5 inches (struggling) <[ONE LINE ONLY!]
            1.5-inch L/R indent> Whoa! Why? Did I center some-
                              thina?
one-line space>
                                    [Use ALL CAPS for non-verbal character actions] v
            Scripta holds the blade closer to Writor's throat and GROWLS.
one-line space>
             DISSOLVE TO: <[Transition, ALL CAPS always]
one-line space> v [locations are either INT or EXT] v [It's DAY or NIGHT, DAWN or DUSK ONLY!]
Location slug>EXT. COUNTRY GRAVEYARD - NIGHT <[ALL CAPS here, always]
one-line space>
            As the WIND HOWLS, Scripta, wearing a sexy evening gown, dabs
            her eyes in the moonlight, looking at something near her feet.
one-line space > v [Use new paragraph to suggest a change in shot size or POV shot]
             In front of her is a HEADSTONE that reads "WRITOR MAUVAISE."
one-line space>
            indent to 4.25 inches>
                                             SCRIPTA <[ALL CAPS here, always]
             1.5-inch L/R indent> Oh, Writor! Why did you center
                              that dialogue? Why? Why?
one-line space>
                     [Use ALL CAPS for non-verbal character actions] v
             Scripta throws herself on the grave and WAILS.
one-line space>
             END CREDITS <[Transition, ALL CAPS always]
             v [0.75-inch bottom margin]
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