

SUGGESTED NOOSA ARTS THEATRE FORMAT

FRONT PAGE:

Centre the title

(NO AUTHOR NAME to ensure anonymity)

and type of play eg

One-Act Comedy

PAGE 2/3: Use an easy to read font eg *Courier*, Calibri, Arial, Times New Roman in 12 point preferably

SYNOPSIS - Keep it brief! Don't tell the whole story. It is meant to be a very short, tempting description to arouse interest. A maximum of 50 words.

CAST – List the characters without too much description eg:

JACK – 60's - 70s A retired politician

Not Jack – 60's – 70's An overweight Irish politician along the lines of Ian Paisley, well-known for his erratic temper (too much information, restricting the casting of these characters)

ARTEMIS – similar age to Jack

Not Artemis – 60's – 70's, Jack's old school friend, receding red hair, protruding teeth (restricting casting again)

Stage Setting In brackets and italics (*Jack's living room. An armchair SL, a TV SR and a drinks trolley USR. There is a door to the kitchen SL*).

Props: List only if they are necessary to the plot. Eg A drinks decanter plus 4 glasses (for forensics)

NEW PAGE: SCENE 1

(Give a brief description of the set and furniture needed, don't be too specific. Put this in brackets and italics. Keep stage directions to a minimum with only what is integral to the action of the play)

Eg

SCENE 1 (*Jack's living room. JACK is sitting in armchair, SL*)

JACK Put the character's name on the side (in capitals to make it easier to find) with a tab space. Keep their dialogue in a single lined block paragraph and in sentence case. 1.5 or double line spacing keeps the dialogue separate and the page looking neat. Don't justify the right hand margin.

MABEL *(Entering from kitchen)* Don't give too much description unless it is relevant to the plot, eg *(MABEL enters carrying a bottle of poison)*.

Keep the characters' names in capitals in the stage instructions so the cast member can easily find their moves. Eg *(JACK drops his cup of tea on MABEL's foot)*

Remember this is a **working** document so must be easily read and different parts accessed by actors, directors and crew with ease.

Ensure you have proofread and then have it proofread by a fresh set of eyes (we miss our own mistakes so often !!!) Read it out aloud with doing the actions to see that it conforms to the timeframe. This is your professional presentation to the adjudicators so you want it to present well.