U.S. RADIO DRAMA FORMAT

Written by

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Every script should have   If you have an agent
a title page with one contact   the address and number
address only in the bottom   can go here.
left hand corner.   A draft number or date
Always include a phone number   is not required on a
and an e-mail address if you   spec script.
have one.

Scene One: Int. Location #1 - Day

1. <u>MUSIC:</u>   <u>ALL CUES ARE NUMBERED. SOUND AND MUSIC</u>

<u>APPEAR IN ALL CAPITALS UNDERLINED.</u>

2. CHARACTER #1:   Character names appear in all capitals. A

character is designated by either their

first or last name, but a role designation

may be used instead. The designated

character name should remain consistent

throughout the script.

3. <u>SOUND:</u>   <u>ALL SOUND EFFECTS SHOULD BE USED SPARINGLY</u>

<u>AND WORK WITH THE DIALOGUE.</u>

4. CHARACTER #2:   Dialogue begins on the same line as the

character name in normal upper and lower-

case text with double-spacing.

5. <u>SOUND:</u>   <u>IF A SOUND OR MUSIC CUE INTERRUPTS A</u>

<u>CHARACTER'S SPEECH ON THE SAME PAGE...</u>

6.   Then continue the dialogue without

repeating the character name.

7. CHARACTER #1:   Split dialogue between pages only if at

least two lines appear on the first page,

and only after a sentence.

<u>CHARA #1/CONT'D OVER...</u>

1. CHARA #1 (CONT'D):   Begin the following page with a new cue.

                         The only means of establishing a

                         character's presence is to have them speak

                         or be referred to by name. If there are

                         too many characters in a scene, the

                         listener will lose track.

2. MUSIC: BRIDGE.

Scene Two: Int. Location #2 - Night

3. SOUND: SCENE HEADINGS ARE NOT NECESSARY BUT CAN

                         BE USED.

4. CHARACTER #1:   (BEAT) Parenthetical instructions appear

                         in capitals enclosed within round brackets

                         in the body of the dialogue. (PAUSE) It is

                         recommended that these are used sparingly!

5. SOUND: THERE ARE A NUMBER OF COMMON TERMS USED

                         FOR TELESCOPING DIALOGUE.

6. CHARACTER #2:   (OFF MIKE) Indicates that the actor should

                         speak away from the microphone. The audio

                         equivalent of "off-screen".

7. CHARACTER #1:   (VOICEOVER) Indicates a character who is

                         narrating over sound, music or dialogue.

1. CHARACTER #2:   (FILTER) Indicates a character who is

                           speaking via a mechanical device like a

                           telephone or radio.

2. CHARACTER #1:   (HOT ON MIKE) Indicates that the actor

                           should be very close to the microphone

                           giving an intimate feel to the dialogue.

3. CHARACTER #2:   (TOP) Indicates that the actor should

                           begin their line before the previous

                           speaker has finished and at a louder

                           volume.

Scene Three: Int. Location #1 - Day

4. SOUND: DON'T FORGET TO NUMBER ALL OF YOUR PAGES -

                           PAGE ONE BEGINS WITH SCENE ONE, NOT THE

                           TITLE PAGE.

5. CHARACTER #1:   And secure your pages with a simple paper

                           binder or brass brad. Unfastened pages

                           can become separated from the rest of the

                           script and get lost.

6. CHARACTER #2:   It is customary to sign-off a radio script

                           in the following way.

                              THE END