

Title of Your 10-Minute Play by Your Name

Describe what your characters are doing at the start of the scene here. CHARACTER 1 is sitting at a typewriter. CHARACTER 2 enters.

CHARACTER 1

This is written in 12-point Courier. A character's name should be in capital letters, unless another character is saying it.

CHARACTER 2

That's right, Character 1. And notice the tabs. My name is indented to 2.5". The paragraph at the top is indented to 3".

CHARACTER 1

(playing with a yo-yo)

Right. And descriptions of a character's actions in parentheses like the ones here are at 1.5".

(throwing the yo-yo on the floor)

CHARACTER 2

(giddily)

You can also use these parentheses to tell an actor how to read the line if it's not clear from the words and context alone. But if more than one character is mentioned in the parentheses, make it separate, like this.

(CHARACTER 1 and CHARACTER 2 both pick up jumpropes and start jumproping. A telephone rings. They stop.)

CHARACTER 2 (CONT)

I'll get it!

(exits)

CHARACTER 1

The reason to follow the standard format is to get an idea of how long it will take to read or perform. In general, a full page formatted like this will take between 1-1.5 minutes. So if you want a 10-minute play, you might actually have just 6 or 7 pages. Very dialogue-heavy pages will take longer to read. So read it out loud yourself to time it and see if you need to make any cuts. Good luck!