

[NAME OF PLAY]

A [type of play] in one act  
by

[Your Name]

[Your Email]

[Your Phone Number]

Submitted [DATE]

**CHARACTERS (in order of appearance)**

[X]  
[XX]  
[XXX]  
[XXXX]

**THE SET**  
[Info here]

**PROPS**

- [X]
- [XX]
- [XXX]
- [XXXX]

(Stage directions are formatted like this).

[CHARACTER #1 NAME HERE IN CAPS]

When a character has a line, this is how it will be formatted. Lines are centered, while stage directions are left-hand formatted.

(CHARACTER NAME takes an action. The curtains are closed... etc. OTHER CHARACTER NAME is watching on stage left).

[CHARACTER #2 NAME HERE IN CAPS]

Characters have a lot of dialogue. Make sure that things are formatted properly so your play is easy to read.