

U.S. RADIO DRAMA FORMAT

Written by

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Every script should have
a title page with one contact
address only in the bottom
left hand corner.
Always include a phone number
and an e-mail address if you
have one.

If you have an agent
the address and number
can go here.
A draft number or date
is not required on a
spec script.

Scene One: Int. Location #1 - Day

1. MUSIC: ALL CUES ARE NUMBERED. SOUND AND MUSIC APPEAR IN ALL CAPITALS UNDERLINED.

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. SOUND: ALL SOUND EFFECTS SHOULD BE USED SPARINGLY AND WORK WITH THE DIALOGUE.

4. CHARACTER #2: Dialogue begins on the same line as the character name in normal upper and lower-case text with double-spacing.

5. SOUND: IF A SOUND OR MUSIC CUE INTERRUPTS A CHARACTER'S SPEECH ON THE SAME PAGE...

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.

CHARA #1/CONT'D OVER...

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