

Fade In

The very first item on the first page should be these words

FADE IN:

Scene Heading

A one line description of the location and time of day of a scene

EXT. WRITERS STORE - DAY

In the heart of West Los Angeles, a boutique shop's large OPEN sign glows like a beacon.

Character's First Appearance

A description of the character, name should be CAPPED

DISSOLVE TO:
INT. WRITERS STORE - SALES FLOOR - DAY

Writers browse the many scripts in the screenplay section.

ANTHONY, Canadian-Italian Story Specialist extraordinaire, 30s and not getting any younger, ambles over.

Character

A character's name always appears above his dialogue

ANTHONY

Hey, how's everyone doin' here?

A WRITING ENTHUSIAST, 45, reads the first page of "The Aviator" by John Logan.

ENTHUSIAST

Can John Logan write a killer first page or what?

ANTHONY

You, sir, are a gentleman of refined taste. John Logan is my non-Canadian idol.

Subheader

For when a full scene heading is not necessary

The phone RINGS. Anthony goes to--

THE SALES COUNTER

And answers the phone.

ANTHONY

Writers Store, Anthony speaking.

VOICE

(over phone)

Do you have "Chinatown" in stock?

I/E LUXURIOUS MALIBU MANSION - DAY

A FIGURE roams his estate, cell phone pressed to his ear.

ANTHONY (O.S.)

'Course we have "Chinatown"! Robert Towne's masterpiece is arguably the Great American Screenplay...

(MORE)

Mores and Continueds:

Use mores and continueds between pages to indicate the same character is still speaking.

Intercut:

Instructions for a series of quick cuts between two scene locations

INTERCUT PHONE CONVERSATION

FIGURE

That is such great news. I've been

Action

The narrative description of the events of a scene

Transition

Film editing instructions

Dialogue

Lines of speech for each character

Parenthetical

Action or attitude direction for a character

Extension

A note placed after the character's name to indicate how the voice will be heard onscreen

Page Number

Located 0.5" from the top, flush right

2.