



Scriptwriting for Dialogue

The intent of this document is to provide you with enough information to begin writing your own script. Even if you're not an experienced writer the majority of scriptwriting is the process of telling a story or conveying information. You, as the client, know the material and are in a better position to insure its accuracy.

As mentioned on our website, there are two primary types of scripts that we incorporate into our production flow, both of which are critical in not only planning and scheduling, but also in estimating cost. All of which are covered in the pre-production phase. You may even want to begin pre-production meetings with a solid outline, highlighting key points and overall concept before getting too far along.

This document will cover the basics and formatting of general scriptwriting. For information about voiceover and teleprompter script preparation, please download the PDF document on our Scriptwriting Tips section of our site.

The following page is an example of a simple script for an on-location interview. It is formatted in a manner that allows for a program like Word, even a text editor to be used as opposed to the more expensive or proprietary industry-standard software.

The primary details that are required are:

- **Title of Production** ▪
- **Location** (including interior or exterior) ▪
 - **Time of Day** ▪
 - **Scene or Setting** ▪
- **Character or On-Camera Names** ▪
 - **Dialogue** ▪
- **Notes as needed** ▪

Avoid using parenthetical comments within the body copy itself. Reserve those for side notes. Those on-camera only need to know what they are supposed to say. Coaching and directing can be done on location.

Use as many pages and insert as many details into the script as needed, such as notes or the changes in locations, etc. When completed, read through it while tracking the overall time. You might be surprised at how quickly a short script can become a lengthy video.

Production Title: ASU Preview Program

Location: Exterior, north side of building, outside main doors.

Time of Day: Morning

Scene: Robert interviewing former students of the program.

Robert

Did you know that ASU has a very special 2-week program that allows you to earn 3 credits - before classes even start this fall - and it's free?

Hi. I'm Robert Johnson. I proudly oversee this program here at ASU. It's an impressive offering because it will give you an introduction to your major, the department and a general warm ASU campus feel - prior to the start of Fall semester. Let's have some of my past students weigh in...

Note: All 3 students can be on camera with Robert at the same time if that's easier.

Robert

Why did you decide to sign-up for the program?

Student #1

I liked the idea of getting a jump on my fall semester and earning 3 credits toward my major - for free!

Robert

How did this program allow you to get to know other students at ASU?

Student #2

Well, the program is limited to just 30 students and we spent the entire 2-weeks together so we became good friends.

Robert

How did the program allow you to get to know the faculty and what the department has to offer?

Student #3

You took us on tours of the department and introduced us to your colleagues. They all talked a little about their areas of expertise and we got to ask questions. It was invaluable.

Robert

Well, I'd like to thank each of you for taking a couple minutes to share your experiences with us. Anything you'd like to say to the incoming students?

Note: Make sure all are holding up their pitchforks (hands)

Students 1, 2, 3 (together)

You're gonna' love it here! GO DEVILS!