



## Scriptwriting for Voiceover and Teleprompter

The intent of this document is to provide you the steps needed to write and export a script for both voiceover and teleprompter.

A voiceover can be a standalone audio file created using our recording booth or the voice audio recording taken during an in-studio video recording. Often a production has an on-camera subject who, while not on screen during a cutaway to b-roll or other footage, still has their voice narrating throughout.

A teleprompter script is essentially one in the same in terms of the streamlined format required with the exception that it is exported for import and display on a teleprompter which uses specific software, whereas a voiceover script can be printed if there's no on-camera work.

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### Preparation

When writing a script for voiceover or teleprompter avoid using parenthetical comments, or notes within the body copy itself. Those on-camera only need to know what they are supposed to say. Points of emphasis, iteration and pace, along with screen-presence can be coached and rehearsed as needed once in studio.

Also, avoid using special characters like quotes, exclamation points, hyphens, colons, semi-colons or double spaces. While they may appear normal in a .txt file they do not always translate well when imported into a teleprompter. Just stick with the words and basic punctuation and break it up in paragraphs to avoid one long run-on script.

The following page shows how an original file appears after performing some simple edits and saving it as a Plain Text (.txt) file out of Word. You can, however, write the script from the beginning as a text file as long as you keep in mind the aforementioned conditions.

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### Delivery and In-Studio Concerns

Once completed you can email it directly to us, no later than **24 hours before** your scheduled studio visit. Please refer to the Contact section of our website for info.

We understand if there are last minute changes. Sometimes the wording when read aloud in-studio just does not sound right, making the case for rehearsal before arrival.

We can make small edits while in-studio, however, rewriting entire sections of a script is not easily done and may require editing the original document then re-submitting it via email, to be shot at a later date. It can also be a time-consuming process which can affect scheduling and dramatically increase cost.

*Note: We will add cue points at the beginning of each section or those sections specific to different people. This makes the process in-studio easier and more flexible as there may be different days and times for one or more of those scheduled to be on-camera.*

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...

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?

Students 1, 2, 3

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