

REQUIRED FORMATTING GUIDELINES

- All winning plays must follow the DCPA guidelines. If a winning play is not formatted according to these guidelines, the playwright must reformat the play.
- **VERY IMPORTANT: Do not include the playwright's name anywhere on the script or file name.** The playwright's name will appear in the submission form but not on the actual script for judging purposes.
- Scripts are typed in 12pt. Times New Roman or Calibri font except for the title of the play in 16pt. The script should have numbered pages.
- Please see the formatting examples below the guidelines.

FORMATTING GUIDELINES

- **TITLE PAGE:**
 - The title of play is at the top of the first page, italicized, centered, bolded, in all caps.
 - Two spaces down from the title of the play, write **CHARACTERS** in all caps, bolded, centered as a heading.
 - Directly below the character heading, character names are aligned to the left, in all caps, bolded with a colon. After the colon, character descriptions are unbolded and include any information about the character that is important to casting (ex: age, gender, race, physical and/or personality traits, etc).
 - Two spaces down from the character descriptions, write **SETTING** in all caps, bolded, and centered as a heading.
 - The setting description should appear directly below the setting heading, aligned to the left, unbolded, and include any important information about the time and place of the play.
 - The start of the play is three spaces below the end of the setting description, aligned to the left.
- For dialogue, the character name is in all caps, bolded, aligned to the left of the page. Directly below the character name, the dialogue is aligned to the left and unbolded.
- All stage directions are in parentheses, italicized, with the first letter capitalized and ending in a period. Example: *(Picks up the book.)*
- If a character's name is part of the stage directions, it is typed in all caps, unbolded. Example: *(LUIS exits stage left.)*
- Two spaces come before and after stand-alone stage directions. See formatting examples.
- Three spaces come between scenes for high school plays with multiple scenes.
- After the last line of the play, three spaces down, write **END OF PLAY.** in all caps, bolded, centered, with a period at the end.