

Format for Script Summary and Role Descriptions

The following is a guide for the preferred format for creating a script summary and role descriptions for casting. Keep in mind that when offering an actor a role, you should include only the description of the role in question.

Script summary, one paragraph, no indentation:

1. **Title** of script in bold capital letters, followed by a colon
2. **Genre** of the script (drama, comedy, etc.) , capitalizing the first letter, followed by a period
3. **Running time** estimate for the script in a numeric range (2-5 minutes, 10-15 minutes, 120-125 minutes) separated by a hyphen, the word “minutes” spelled out, followed by a period
4. **Logline or brief premise** for the script (one sentence is fine, a few sentences maximum, up to 30 words total), followed by a period
5. **Director**, the word “Director” followed by a colon, then director’s name, capitalized appropriately (no email address), followed by a period.

Example:

JAWS: Action. 120-125 minutes. Sheriff, scientist and former navy tough guy battle giant shark attack off the coast of a popular tourist destination. Director: Steven Spielberg.

Role descriptions, leave a double space after the script summary, double space between each role:

1. **Role**, the word “Role” capitalizing the first letter, followed by a colon, then the name of the role, capitalized appropriately
2. **Role description**, one line single spaced down from the role name, write out role description, capitalized appropriately, followed by a period, leave a double space between each role

Example:

Role: Barista

Smarmy, low energy intellectual. Male or female, btw. 18-24 yrs old. Any ethnicity.

Role: Sally Martin

Female, 24-26 yrs old, diverse ethnicity encouraged to audition. Director is looking for sexy, fast-talking recently admitted lawyer. Smart, outspoken, never wrong. Interesting "new" faces.

Roles: Looking for young (20-25 yrs olds) attractive males and females

Must be comfortable with extreme physicality as the script has several fight scenes that are graphic. Females must be able to scream for long periods of time. No nudity.