Formatting a play: The important thing to remember is that you’re writing a blueprint for the actors and director. You’re trying to make it easy for them to act the play. You’re also trying to make it easy for people to read it. Spelling and grammar count!

ACT I, Scene 1

(Late night, the small dining room of a house in the suburbs. All the lights are off. LEO sits in a rocking chair, drinking a cup of coffee and smoking a cigarette. The door is tried a number of times. We hear the sound of keys being fitted and the doorknob being pulled. Finally, knocking and banging).

LEO
(rising from his chair). Who is it?

DOMINIC
It’s me.

LEO
Dom?

DOMINIC
Open the door.

LEO
Where you been?

DOMINIC
(pause). What is this, Ft. Knox?

LEO
It’s late. I locked the door.

DOMINIC
Jeez, I tried the key--

LEO
Shh! Don’t wake your mother.

DOMINIC
How come my key don’t fit anymore?

LEO
I added the safety lock on top so we changed both of them.
ACT I, Scene 1

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(pause)

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Who is it?

DOMINIC

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LEO

Open the door.

DOMINIC

Where you been?

LEO

What is this, Ft. Knox?

DOMINIC
(pause)

It’s late. I locked the door.

Finally: Font should be 12 point. Times New Roman is fine. Some people like Courier. Keep it simple and readable.