**Annotating a Scene:   
Building a Promptbook**

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| *The stage* |  |
| 1. Scenery | Describe the scenery at the scene’s opening and use marginal notes to show where changes are needed. |
| 1. Costumes | Describe the costumes at each character’s entrance and with marginal notes where changes are needed. |
| 1. Sound | *Effects*: Show with a marginal note at the appropriate line; indicate if the sound is to precede, accompany, or follow a specific word, phrase, or speech. |
|  | *Music***:** Identify the music and show with a marginal note at the appropriate line where it is to begin and where it is to end. |
| 1. Lighting | Identify what kind of lighting is to be used; describe colors and brightness; identify characters to be lit differently from the rest of the stage; use marginal notes to indicate lighting changes or spotlights on characters or objects. |
| 1. Properties | Identify the props needed for the scene in a separate list at the end of the script. |
| 1. Blocking | Indicate in the margin at the appropriate line where characters are to enter, stand, change position on the stage, and exit. |
| 1. Gestures and Business. | Indicate marginally gestures to be made by the speaker (or by others on stage) and “business,” telling which character is to start and stop doing what at what points |
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| *The script* |  |
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| 1. Cut lines | Indicate lines to be cut by a single line through the words to be deleted. |
| 1. Rearrange lines | Indicate lines to be moved by arrows or by recopying. |
| 1. Reassign lines | Indicate lines to be given to different characters by changing the speech label. |
| 1. Stress | Indicate words or phrases to be stressed by underlining. |
| 1. Pauses | Indicate pauses by a double slash: [//]. |