

Annotating a Scene: Building a Promptbook

The stage

1. Scenery Describe the scenery at the scene's opening and use marginal notes to show where changes are needed.
2. Costumes Describe the costumes at each character's entrance and with marginal notes where changes are needed.
3. 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.
4. 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.
5. Properties Identify the props needed for the scene in a separate list at the end of the script.
6. Blocking Indicate in the margin at the appropriate line where characters are to enter, stand, change position on the stage, and exit.
7. 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

The script

1. Cut lines Indicate lines to be cut by a single line through the words to be deleted.
2. Rearrange lines Indicate lines to be moved by arrows or by recopying.
3. Reassign lines Indicate lines to be given to different characters by changing the speech label.
4. Stress Indicate words or phrases to be stressed by underlining.
5. Pauses Indicate pauses by a double slash: [//].