

**BBC TAPED SITCOM FORMAT**

Episode number and/or "Title"

Written by

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Every script should have a title page with one contact address only in the bottom left hand corner. Always include a phone number and an e-mail address if you have one.

If you have an agent, the address and number can go here.  
A draft number or date is not required on a spec script.

**SCENE 1. EX**

**CHARACTER #2:**

And then begin a new speech on the following page. Dialogue must always be preceded by a character name and never appear on their own.

**CHARACTER #1:**

(SMILES) Parenthetical instructions appear in capitals enclosed within round brackets in the body of the dialogue. (PAUSE) It is recommended that these are used sparingly!

SCENES CAN CONTINUE ACROSS PAGES WITHOUT THE NEED TO RETYPE THE SCENE NUMBER OR HEADING. ONLY USE HEADINGS WHEN YOU START A NEW SCENE.

STUDIO-BASED TV SITCOM SCRIPTS ARE TYPED WITH WIDE LEFT AND RIGHT MARGINS FOR CAMERA AND SOUND CUES TO BE INSERTED WHEN THE SCRIPT GOES INTO THE STUDIO TO BE RECORDED "AS LIVE". AVOID ANY TECHNICAL INFORMATION IN YOUR SPEC SCRIPT.

IT IS CUSTOMARY IN A TV SCRIPT TO SPECIFY A TRANSITION AT THE END OF EVERY SCENE.

CUT TO:

**SCENE 2. EXT./INT. LOCATION #2 - DAY 1 [09.30]**

BEGIN EACH NEW SCENE ON A NEW PAGE, HOWEVER SHORT IT IS, AND ALWAYS FOLLOW A SCENE HEADING WITH A LINE OF SCENE ACTION.

IF YOU HAVE A SCENE WHERE THE ACTION IS CONTINUOUSLY MOVING ACROSS THE INTERIOR AND EXTERIOR OF THE SAME LOCATION, SUCH AS THE HALL AND DRIVEWAY OF A HOUSE, THEN USE "EXT./INT." IN THE SCENE HEADING.

IF YOU HAVE A PARTICULARLY VISUAL SCENE WITHOUT MUCH DIALOGUE, THEN SPLIT UP YOUR SCENE ACTION INTO PARAGRAPHS.

IT MAKES IT MUCH EASIER TO READ THIS WAY AS HEAVY TEXT ON A PAGE IS OFF-PUTTING.

CUT TO:



**CHARACTER #2:** (V.O.)

Whilst we hear the second character speaking at the other end.

**CHARACTER #1:**

But the first character remains in-vision throughout the scene.

CUT TO:



**SCENE 5. EXT. LOCATION #1 - NIGHT - 1956**  
**(FLASHBACK)**

IF YOU WANT FLASHBACKS IN YOUR  
SCRIPT, TREAT THEM AS SEPARATE  
SCENES AND TYPE "FLASHBACK" IN  
THE RELEVANT SCENE HEADING.

**YOUNG CHARACTER #5** CID 3 BDC180 637.510 144 1.259e557CID 3 BDC



**SCENE 6. EXT. LOCATION #1 - DAY 2 [10.00]**

DON'T FORGET TO NUMBER ALL OF YOUR PAGES - PAGE ONE BEGINS WITH SCENE ONE, NOT THE TITLE PAGE.

AND KEEP ALL YOUR PAGES TOGETHER WITH A SIMPLE PAPER BINDER IN THE TOP LEFT CORNER. UNFASTENED PAGES CAN BECOME SEPARATED FROM THE REST OF THE SCRIPT AND GET LOST!

IT IS CUSTOMARY TO SIGN-OFF A TV SCRIPT IN THE FOLLOWING WAY.

**END OF EPISODE**