BBC RADIO FORMAT: CUE STYLE

by

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Sitcom scripts require a separate title page with one contact address only at the bottom. Sketches do not have a title page but include the contact details on every page. Include a phone number and an e-mail address if you have one.

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

<u>TITLE OF SKETCH</u> (on every page)

F/X: **CUE STYLE IS THE BBC'S HOUSE FORMAT**

                          GENERALLY USED FOR AUDIENCE SITCOMS

                          AND SKETCH SHOWS. THIS IS BECAUSE

                          SOUND EFFECTS AND MUSIC CUES ARE

                          GENERALLY PLAYED IN LIVE.

CHARACTER #1:   Character names appear in all capitals with a colon. A

                          character is designated by either their first or last name, but

                          a role designation may be used instead with personal titles

                          abbreviated. The designated character name should remain

                          consistent throughout the entire script or sketch.

CHARACTER #2:   Dialogue begins on the same line as the character name in

                          normal upper and lower-case text with double-spacing.

GRAMS: **MUSIC CUES APPEAR LIKE THIS. IF SOUND OR**

                          MUSIC INTERRUPTS A CHARACTER'S SPEECH

                          ON THE SAME PAGE...

CHARACTER #2:   Then you must begin a new character cue when continuing

                          the dialogue.

F/X: **ALL SOUND EFFECTS SHOULD BE USED**

                          SPARINGLY AND WORK WITH THE DIALOGUE.

CHARACTER #1:   Try not to break dialogue across the page. But if you have a

                          particularly long speech, then this is how to handle it.

                                              (CHARA #1/CONT'D OVER)

<u>TITLE OF SKETCH</u> (on every page)

CHARA #1 (CONT'D):   Begin the following page with a new cue. The only means of

                            establishing a character's presence is to have them speak or

                            be referred to by name. If there are too many characters in

                            a scene, the listener will lose track.

CHARACTER #2:   (BEAT) Parenthetical instructions appear in capitals

                            enclosed within round brackets in the dialogue. (PAUSE) It is

                            recommended that these are used sparingly!

<u>F/X:</u>   THERE ARE A NUMBER OF COMMON TERMS

                            <u>USED FOR TELESCOPING DIALOGUE.</u>

CHARACTER #1:   (OFF) Indicates that the actor should speak away from the

                            microphone. The audio equivalent of "off-screen".

CHARACTER #2:   (V.O.) Voiceover indicates a character who is narrating over

                            sound, music or dialogue.

CHARACTER #1:   (D) Distort indicates a character who is speaking via a

                            mechanical device like a telephone or radio.

CHARACTER #2:   (LOW) Indicates that the actor should speak quietly, almost

                            in a whisper.

CHARACTER #1:   (CLOSE) Indicates that the actor should be in close

                            proximity to their individual microphone giving an intimate

                            feel to the dialogue.

<u>TITLE OF SKETCH</u> (on every page)

CHARACTER #2:   Don't forget to number all of your pages, except for the title

page. 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 radio script or sketch in the following

way.

<u>END</u>