

24. VLAD Divide into acts and scenes. Scene headings should include both act and scene numbers. They should be underlined or, better, bolded and set in large type.
25. LUCY They appear centered and single spaced. Follow with a brief description of the locale and list all the characters.

ACT ONE**SCENE 10****Ext. Alligator Park Camp Grounds, later that night***David, Judith, Warren*

1. MINA It is not necessary to begin the scene with a sound cue, such as FADE UP PARK AMBIANCE.
2. SEWARD The four-line scene heading and the first line of the scene should always appear on the same page. Most word processors allow you to keep a block of text together.
3. LUCY Start each act on a fresh page.
4. HARKER Start scenes two spaces down from the preceding scenes, except at the beginning of Acts.
5. VAN HELSING Nothing below but that damned thick foliage. How the hell will we ever find him in that?
6. RENFIELD Starting scenes on fresh pages may facilitate taping, as actors only need bring the current scene to the mic. This, however, is not my practice. I'll do it when the price of paper comes down.
7. MUSIC PAGE NUMBERS ON THE UPPER RIGHT MAY, BUT NEED NOT, INCLUDE THE ACT NUMBER IN ROMAN NUMERALS, THE SCENE NUMBER IN LOWER CASE ROMAN, AND THE PAGE NUMBER IN ARABIC.
8. GODOLMING Each number is separated with a hyphen or colon. Use the scene number that concludes the page (e.g., "I - ii - 18"). Begin each act on a separate page. If taping out of sequence, you may consider beginning each scene on a separate page, but doing so complicates post.
9. CARFAX Cue numbers start with 1 at the beginning of each scene and run consecutively until the end of the scene. Each scene starts with 1.