

## Scriptwriting and Storyboarding simplified

What you need to know and do, to write a great film script for your business.

### The Treatment

A treatment is essentially a summary of what your film is about. It communicates the story /message of your film in descriptive, yet concise language. It includes practical information including the events, locations and characters/people involved in the film, and it also communicates the 'feel' and atmosphere of the film. Treatments are written in the present tense and are in the third person. They are approximately a page in length.

- Use descriptive language, include key information but be concise.

### The Script

A script is made up of a series of scenes. The number of scenes will depend on the length and content of your film. As a rule, each scene should have an action or a main message that develops the story or the overall message of the film, and each scene takes place in a specific location.

The script includes detailed information on the aural and visual aspects of your film, or, in other words, everything that is said and seen in your film. Everything that is said is the dialogue. When writing your script, think about the content and delivery of your dialogue. Who is talking? What do they need to say? You may also consider using voiceovers. A voiceover(VO) is when a character/person's voice is heard 'over the top' of a scene. Remember to include information about any sounds you require in your film.

Your script also needs to detail what we see. Where is the

location(s) of your film? What action is taking place? This information needs to be included in your script.

- Break down the script into key scenes (What is the action/message of each scene?)
- Focus on the aural and visual elements of your film (What is said? What is seen?)

## A few things you need to know – Scriptwriting

**Conventions.** Put page numbers in the top right-hand corner. Use a standard margin of 2.5 cm at the top, bottom and right of the page. If it is a bound script, have a 3.9 cm margin on the left-hand side. Put your scene heading (or ‘slugline’) in capital letters in the middle of the page. A scene heading shows the time of day and location. For example,

**THE BOARDROOM.MIDDAY**

Put action lines below the scene heading. An action line gives a description of action and events taking place. Action lines are written in present tense. The first time a character/person’s name is read, it should be in capital letters.

**AMANDA** walks in the boardroom. She is laughing.

Note you can familiarise yourself with scriptwriting conventions and formatting by reading other scripts. Once you have written your script, reread for typos.

## The Shooting Script

The shooting script is essentially information for the production crew (e.g. the director, the cinematographer). It works alongside the script to provide practical visual information about the duration of shots, type of shots, camera angles and camera movements.

It is usually presented in a table format and includes the scene, the shot, the description of the shot and sound. Note that a shot is what the camera takes from when it starts recording to when it stops recording. A scene is usually made up of a series of shots.

Sound is also an important part of your shooting script, include information about sounds that are included in the shots (e.g. Is there a voiceover or a mobile phone ringing in the shot?)

- Remember, the shooting script is practical information for the production crew.

## A few things you need to know – Useful Terms for Shooting the Script

Close up (CU)	A close up focuses on a character/person's face. It may also focus on an important object
Mid Shot (MS)	A mid shot focuses on the character/person from the waist up.
Wide Shot (LS)	A wide shot (or long shot) focuses on the person the important object in a location

**Point of View Shot (POV)** A point of view shot is where the shot is taken from the visual perspective (the point of view) of the character

**Reverse Shot (RS)** A reverse shot is where the shot is taken from the opposite point of view of the point of view shot. For example, if you were filming an interview and you has a point of view shot from the interviewer's perspective, the reverse shot would interviewee's perspective.

**Camera Angles** The camera angle is where the camera is positioned in relation to the action. You could have a High Camera Angle (HCA), Low Camera Angle (LCA) or Eye Level angle (EL).

**Camera Movement** Zoom, pan and tilt are descriptive terms you can use to describe camera movement

## The Storyboard

The Storyboard consists of drawings which show what the key shots will look like in your film, and how the shots and scenes will flow on from each other. The drawings can be simple, like a comic strip version of your film.

- The Storyboard comes from, and works alongside, your script and shooting script and demonstrates the 'feel' or atmosphere of your film.