

Annotating a Scene

The stage

1. Scenery	Describe the scenery at the scene's opening and use marginal notes to show where changes are needed.	<i>Bare stage</i>
2. Costumes	Describe the costumes at each character's entrance and with marginal notes where changes are needed.	<i>Traditional costume for the play</i>
3. Sound	<i>Effects:</i> Show with a marginal note at the appropriate line; indicate if the sound is to precede, accompany, or follow a specific word. <i>Music:</i> Identify the music and show with a marginal note at the appropriate line where it is to begin and where it is to end.	<i>No sounds</i> <i>No music</i>
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.	<i>No stage lighting; natural lighting only on stage and house</i>
5. Properties	Identify the props needed for the scene in a separate list at the end of the script.	<i>No props</i>
6. Blocking	Indicate in the margin at the appropriate line where characters are to enter, stand, change position on the stage, and exit.	<i>All actors grouped at center stage down</i>
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	<i>No gestures or stage business</i>

The script

1. Cut lines	Indicate lines to be cut by a single line through the words to be deleted.	<i>All lines as printed</i>
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.	<i>Monotone delivery</i>
5. Pauses	Indicate pauses by a double slash: [/].	<i>No pauses</i>