### Considerations:

- The Script/Outline is a guide that allows the entire team – cast and crew – to work from the same page. It may be adapted as the production evolves.
- Revisions. All revisions need to be clearly labeled – top and bottom - to make sure everyone is working from the most current Script/Outline.
- Colors may be used to highlight or define sections, however since many script/outlines are printed black and white when duplicated for production, use of colors may be less effective.
- Cast – Cast members are listed at the end of the script/outline.
- Crew – Crew members and roles (director, director of photographer, sound, etc.) may be listed at the end of the script/outline.
- Editing. At the conclusion of production the script/outline is used by the editor to review and catalog footage and as a guide for editing.

### Video

| Short description (real or expected) to give reader an idea of what will be seen supporting the audio. |

**This may be:**
- scene
- setting
- still images
- 3rd party film or images
- cast
- graphics
- animation
- text
- other

### Audio

Include actual or expected audio.

**This may be:**
- narration
- dialog
- sound bite
- music
- natural sound

**Indicate if audio is:**
- On Camera (OC)
- Voice Over (VO)
- Music (Mx)
- Sound Effect (SFX)
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