

The Final Draft Checklist

Presentation

- Screenwriting software was used to format the screenplay.
- There are no watermarks.
- The header and footer have not been used.
- Page numbering starts on the second page of the script.
- Page numbers are written in Courier 12pt and are in the top right corner.
- The PDF contains no unnecessary additional information.
- Scenes are not numbered.
- There are no paragraphs of scene description longer than 5 lines.
- There are no unnecessary blank lines or gaps on the page.
- The script has been thoroughly proofread, with all spelling, grammar, and punctuation errors corrected.
- The script is formatted as a spec script, not a shooting script.
- Standard feature formatting has been used instead of TV formatting.
- CAPS are used only for scene headings, transitions, character names on first mention, and character names above dialogue.
- Bold, italics, and underlines (if used) appear sparingly and only for narrative emphasis.
- Camera directions (if used) are absolutely integral to the story.
- Script length meets the expected page count.

Formatting

- Transitions are correctly formatted and used sparingly.
- Scene headings are formatted correctly.
- Each scene begins with what we see, then what we hear.
- Flashbacks (if used) are formatted correctly with clear end markers.
- Dream sequences (if used) are formatted correctly with clear end markers.
- Montages and series of shots are used appropriately (not interchangeably) and formatted consistently.
- Parentheticals have been used sparingly and only when clear direction is required.
- Beats, pauses, and ellipses have been used sparingly and only to enhance the dramatic effect.
- Voice-over, off-camera, and off-screen follow proper formatting.
- Phone conversations are formatted correctly with clear visual indicators of who's on-screen.
- The reader can understand any non-English dialogue in the script.
- Dual dialogue has been used very sparingly, if at all.
- There are no ad-libs for pivotal dialogue.
- Digits have only been used in dialogue when spelling the number out is cumbersome.
- Titles have only been added if they enhance the narrative.
- If CONTINUED, MOMENTS LATER, LATER, or SAME have been used in scene headings, they all reflect the correct amount of time that's passed between scenes.
- No scene headings or character names appear as the final line of a page.
- Scenes spanning multiple pages have no (CONTINUED) markers; dialogue spanning multiple pages includes (MORE) and (CONTD) markers.