

CUTTING AND PREPARING THE SCRIPT.

STEP ONE: Read the selections over several time. Be sure you have a workable time. You don't want to automatically have the minimum time because most likely, you will cut further text.

Ask yourself:

1. Do I have enough material to work into the program?
2. Do all my selections provide the same viewpoint? Contrasting viewpoints?
3. What is my main goal here? What message do I want to leave the audience?

STEP TWO: Decide on a sequence. You have two options:

Linear – You take each lyric and present them back-to-back against one another.

If you choose linear, you want to consider the following:

1. Is there one-character speaking all the lyrics or will you switch perspectives?
2. Is there a development as the lyrics progress? Does the first song lead into the second song which leads to the third song? Is there resolution at the end? How does each song lead into/follow from the adjoining lyric?

Chunking – You break up the lyrics into segments, and deliver the program one segment at a time. You move back-and-forth between the individual lyrics. If you choose chunking, you want to consider the following:

1. Is there a sequence-of-development that I can create with the segments? Does one segment lead into the next. For example, if the end of one segment mentions "how I loved her" and the beginning of the next segment (another song) mentions "she never loved me," it might provide a nice contrast.
2. Is there one particular lyric that can serve as the 'anchor' to the piece? Here, you keep one lyric that serves as the foundation. Then, you inter-mingle sections from other songs to highlight the message. You might include some repetition of the refrain/chorus in the anchor piece to draw attention to the main message of the program.
3. How many characters are speaking. It's common for an inter-spliced script to offer multiple perspectives on the same issue. It doesn't need to be only one character.

STEP THREE: Find the moment in the script where the speaker experiences the revelation, conflict, and/or epiphany that changes the character or emphasizes the message. This should occur somewhere near the end

STEP FOUR: Find the advancements in plot of the cutting that leads to the revelation, conflict, and/or epiphany. Recognize the purpose for each lyric or segment of lyric within the overall program and message. NOTE: Pay particular attention to the opening and closing. Many times, these are the most important parts of the program.

STEP FIVE Exclude what is unnecessary. Include only what you need in terms of the logical progression character and plot.

STEP SIX Using www.online-stopwatch.com, re-time your reading of the program. Be sure to do this with a friend who can provide cues whether you're speaking too quickly/slowly.

EVALUATING/SETTING UP PAGE TURNS.

Again, you will be speaking from a script. Your page turns can be unobtrusive or obtrusive, adding or detracting from the overall experience by the audience. Your page turns can convey a number of different concepts:

1. A change in time
2. A change in setting
3. A change in character or mood
4. A moment of conflict
5. A moment of reflection by the speaker
6. A change in lyric or 'chunk'
7. A means to set the tempo (snapping the pages).

Go through the script and find those sections where a page turn will add to the performance.

PREPARING THE PHYSICAL SCRIPT

- I. **Type out the complete "cutting."**
From your highlighted, dog-eared, scribbled photocopy, type a clean copy using 12-14 size font and double/triple spacing.
- II. **Be sure to indicate your page turns. Try a 'page break' (ctrl-enter)**
- III. **Highlight your Text**
 - A. Use different fonts or font attributes to delineate different characters.
 1. color
 2. highlights
 3. bolding/underlining/italics
- IV. **You can use your script to 'cue' yourself during the presentation.**
 - A. "SLOW DOWN."
 - B. "ENUNCIATE."
 - C. "EYE CONTACT."
 - D. "STANCE"
- V. **Format the script.**
 - A. Go to the 'file' menu and choose 'page setup.'
 - B. Under 'orientation,' click, 'landscape.'
 - C. OK out of that screen.
 - D. Now proceed to 'format.'
 - E. Choose 'columns.'
 - F. When the 'column' screen opens, choose 'Two Columns' and click OK.
 - G. This should format the document to fit in the binder sheets that will be provided later.

BY MONDAY:

1. Have your cutting complete.
2. Have your script typed out.
3. Have your script prepared w/
 1. Page turns
 2. Highlights
 3. Presentation cues.