At the beginning of each script, put the camera and the talent in individual brackets.

\[[\text{CAM:3}]][\text{ANCHOR: ANCHOR}]\]

These will not show up on the teleprompter, but they will be on the left column of the printed scripts to indicate which camera will be in use and which anchor will be on camera.

On the same line as the bracketed camera talent, put the talent’s name in curly brackets.

\[[\text{CAM:3}]][\text{ANCHOR: ANCHOR NAME}]\{\text{ANCHOR NAME}\}

The information in the curly brackets will show up on the teleprompter in red text offset by a yellow background. This makes it clear which anchor is meant to read the script.

**SCRIPT TEMPLATES**

This guide has script formatting information for readers, VOs, VOSOTs, and packages. Each story type has a script template that shows the formatting, a view of what a correct script looks like in the script editor, a view of the script in its printed version or tablet view, and a view of what a correctly formatted script looks like in the teleprompter view.

You can use the template in this guide for scripting in the script editor. These templates are also available directly from the script editor in Rundown Creator. To access the templates in Rundown Creator, click on the Insert a… button in the bottom right corner of the script editor.
Then select which template (reader, VO, VOSOT, or package) you want to use.

When you choose your story type, the template will appear in the script editor. The template that appears is the exact same template found in this guide.

**READERS**

Here is a script template for a reader:

```
[CAM:3] [ANCHOR: ANCHOR NAME] {ANCHOR NAME}
THIS IS THE FIRST LINE OF YOUR READER.
AS IT CONTINUES, THE NEXT LINES OF YOUR READER SCRIPT WILL FOLLOW, WITH EACH NEW PARAGRAPH ON ITS OWN INDENTED LINE.
END ALL SCRIPTS WITH A SERIES OF XXXXXXXXXXXXXXXX
```

If you are copying from this template, highlight the script, right click it, and select “Copy with Formatting.” This will preserve the correct format.

This is what your script will look like in the script editor:
This is what the printed and tablet version of your script will look like:

A5 - TEST SCRIPT RDR

[ANCHOR NAME]

    THIS IS THE FIRST LINE OF YOUR READER.
    AS IT CONTINUES, THE NEXT LINES OF YOUR READER SCRIPT WILL FOLLOW, WITH EACH NEW PARAGRAPH ON ITS OWN INDENTED LINE.
    END ALL SCRIPTS WITH A SERIES OF XXX XXXXXXXXXX

This is what your script will look like in the teleprompter:

[ANCHOR NAME] [ANCHOR: ANCHOR NAME] {ANCHOR NAME}

    THIS IS THE OPENING LINE OF YOUR VO. THIS IS THE ON-CAMERA INTRO.
    <In carats, put the title of the VO, like A5 City Council VO> {VO}
    AFTER THE VO BREAK, YOUR SCRIPT FOR THE VO GOES HERE.
    EACH NEW PARAGRAPH GETS ITS OWN LINE.
    THIS SCRIPT WILL CONTINUE UNTIL YOU ARE DONE WITH THE VO.
    {ANCHOR NAME}
    IF YOU HAVE AN ON-CAMERA TAG, PUT IT IN AFTER THE ANCHOR’S NAME IN CURLY BRACKETS.
    THIS WILL INDICATE TO THE TECH DIRECTOR TO SWITCH FROM VIDEO TO CAMERA.
    XXXXXXXXXX

VOICE OVERS (VO)

Here is a script template for a VO:

If you are copying from this template, highlight the script, right click it, and select “Copy with Formatting.” This will preserve the correct format.
This is what your VO script will look like in the script editor:

This is what the printed and tablet version of your VO script will look like:

This is what your VO script will look like in the teleprompter:
Here is a script template for a VOSOT:

[CAM:3] [ANCHOR: ANCHOR NAME] {ANCHOR NAME}
THIS IS THE OPENING LINE OF YOUR VOSOT. THIS IS THE ON-CAMERA INTRO.
<In carats, put the title of the VO, like A5 City Council VO>{VO}
AFTER THE VO BREAK, YOUR SCRIPT FOR THE VO GOES HERE.
EACH NEW PARAGRAPH GETS ITS OWN LINE. THIS SCRIPT WILL CONTINUE
UNTIL YOU ARE DONE WITH THE VO.
<In carats, put the title of the SOT, like A6 City Council SOT>{SOT}
(The script for the SOT goes in parentheses in lower case instead of all caps. It
follows the SOT cue in curly brackets so the tech director knows when to switch from
the VO video to the SOT video.)
{VO}
THE VO SCRIPT CONTINUES AFTER THE SOT ENDS. IT GETS SCRIPTED AFTER
THE VO IN CURLY BRACKETS.
{ANCHOR NAME}
IF YOU HAVE AN ON-CAMERA TAG, PUT IT IN AFTER THE ANCHOR’S NAME
IN CURLY BRACKETS. THIS WILL INDICATE TO THE TECH DIRECTOR TO SWITCH FROM
VIDEO TO CAMERA.

If you are copying from this template, highlight the script, right click it, and
select “Copy with Formatting.” This will preserve the correct format.

This is what your VOSOT script will look like in the script editor:
This is what the printed and tablet version of your VO script will look like:

This is what your VO script will look like in the teleprompter:
PACKAGES (PKG)

Here is a script template for a package:

[CAM:3] [ANCHOR: ANCHOR NAME] {ANCHOR NAME}

THIS IS THE OPENING LINE OF YOUR PACKAGE. THIS IS THE ON-CAMERA INTRO.

<In carats, put the title of the package, like A6 City Council PKG>{PKG}

THE PACKAGE SCRIPT FOLLOWS PKG IN CURLY BRACKETS.

YOUR PACKAGE SCRIPT WILL LIKELY BE FAIRLY LONG. IT IS IMPORTANT TO
SCRIPT THE ENTIRE THING SO THAT THE TELEPROMPTER OPERATOR CAN FOLLOW
ALONG AND THE DIRECTOR CAN ANTICIPATE WHEN THE PACKAGE WILL END.

(SOTs and nat sound are scripted in the package script as well. Type these in
lower case in parentheses so that they are distinguishable from the rest of the script.)

CONTINUE IN THIS PATTERN THROUGH YOUR ENTIRE PACKAGE.

{ANCHOR NAME}

IF YOU HAVE AN ON-CAMERA TAG, PUT IT IN AFTER THE ANCHOR’S NAME
IN CURLY BRACKETS. THIS WILL INDICATE TO THE TECH DIRECTOR TO SWITCH FROM
VIDEO TO CAMERA.

If you are copying from this template, highlight the script, right click it, and
select “Copy with Formatting.” This will preserve the correct format.

This is what your package script will look like in the script editor:
This is what the printed and tablet version of your package script will look like:

**A8 - TEST SCRIPT PKG**

<table>
<thead>
<tr>
<th>Segment</th>
<th>PKG</th>
<th>Camera</th>
</tr>
</thead>
</table>

- [ANCHOR NAME]
  - **THIS** IS THE OPENING LINE OF YOUR PACKAGE. THIS IS THE ON-CAMERA INTRO.

- **PKG**
  - THE PACKAGE SCRIPT FOLLOWS PKG IN CURLY BRACKETS.
  - YOUR PACKAGE SCRIPT WILL LIKELY BE FAIRLY LONG. IT IS IMPORTANT TO SCRIPT THE ENTIRE THING SO THAT THE TELEPROMPTER OPERATOR CAN FOLLOW ALONG AND THE DIRECTOR CAN ANTICIPATE WHEN THE PACKAGE WILL END.
  - **SOTs and nat sound are scripted in the package script as well. Type these in lower case in parentheses so that they are distinguishable from the rest of the script.**

- **ANCHOR NAME**
  - **CONTINUE** IN THIS PATTERN THROUGHOUT YOUR ENTIRE PACKAGE.

- **ANCHOR NAME**
  - IF YOU HAVE AN ON-CAMERA TAG, PUT IT IN AFTER THE ANCHOR’S NAME IN CURLY BRACKETS. THIS WILL INDICATE TO THE TECH DIRECTOR TO SWITCH FROM VIDEO TO CAMERA.

XXXXXXXXX

This is what your VO script will look like in the teleprompter:

**[A8 - TEST SCRIPT PKG]**

**ANCHOR NAME**

**THIS** IS THE OPENING LINE OF YOUR PACKAGE. THIS IS THE ON-CAMERA INTRO.

**PKG**

THE PACKAGE SCRIPT FOLLOWS PKG IN CURLY BRACKETS.

YOUR PACKAGE SCRIPT WILL LIKELY BE FAIRLY LONG. IT IS IMPORTANT TO SCRIPT THE ENTIRE THING SO THAT THE TELEPROMPTER OPERATOR CAN FOLLOW ALONG AND THE DIRECTOR CAN ANTICIPATE WHEN THE PACKAGE WILL END.

**SOTs and nat sound are scripted in the package script as well. Type these in lower case in parentheses so that they are distinguishable from the rest of the script.**

**CONTINUE IN THIS PATTERN THROUGHOUT YOUR ENTIRE**

For more information, email support@jcomm.uoregon.edu, call 541-346-0257, or visit the Tech Desk at Allen 319.