

SCRIPT BREAKDOWN SHEET

One sheet per scene. Read the scene, tag every element, then list it in the matching box.

PRODUCTION: _____

BREAKDOWN BY / DATE: _____

SCENE #

SCRIPT PAGE

PAGE COUNT (EIGHTHS)

INT / EXT

DAY / NIGHT

DAY # / SEQUENCE

SET / LOCATION

SCENE DESCRIPTION

 **CAST**

 **STUNTS**

 **EXTRAS (SILENT)**

 **EXTRAS (ATMOSPHERE)**

 **PROPS**

 **SET DRESSING**

 **WARDROBE**

 **MAKEUP / HAIR**

 **VEHICLES / ANIMALS**

 **SPECIAL EFFECTS**

 **SOUND / MUSIC**

 **SPECIAL EQUIPMENT**

PRODUCTION NOTES

FILLED EXAMPLE: Scene 1, "The Tell-Tale Heart" (adapted, public domain)

SCENE #	SCRIPT PAGE	PAGE COUNT (EIGHTHS)	INT / EXT	DAY / NIGHT	DAY # / SEQUENCE
1	1	5/8	INT	NIGHT	Day 1 / Seq A

SET / LOCATION

Old Man's bedroom (dark, single window, heavy curtains)

SCENE DESCRIPTION

The Narrator creeps in and opens a covered lantern a crack. Its beam finds the Old Man's clouded eye. The eye opens. A heartbeat grows. The Old Man sits up: "Who's there?"

CAST 1 Narrator (speaks, V.O.) 2 Old Man	STUNTS None
EXTRAS (SILENT) None	EXTRAS (ATMOSPHERE) None
PROPS Covered lantern with shutter Bedcovers (Old Man in bed)	SET DRESSING Iron bed, nightstand Heavy window curtains
WARDROBE Narrator: dark coat, soft boots Old Man: pale nightshirt, cap	MAKEUP / HAIR Old Man: clouded, pale eye* (special contact lens)
VEHICLES / ANIMALS None	SPECIAL EFFECTS Lantern beam (practical) Dust in light (haze)
SOUND / MUSIC Floorboard creak Heartbeat, builds to loud Narrator whisper V.O.	SPECIAL EQUIPMENT Macro lens / diopter for eye CU Dimmable lantern bulb

PRODUCTION NOTES

Night interior: shoot in a controlled room with blackout, not a daytime window.

Allow extra time to fit and test the eye lens before the actor's first shot.

Needs a quiet set for the heartbeat sound design and the V.O. whisper pass.

Scene 1 sets up the whole film, so give it a full day's care, not a rush.

COLOR KEY AND PAGE COUNTS

Keep the same codes on every sheet and every script page.

Element color key

A common convention. Scheduling software and teams vary, so pick one set and stay with it.

	Cast	Underline speaking characters in red. Number them (1, 2, 3).
	Stunts	Anything risky: falls, fights, fire, driving.
	Extras (silent)	Background people who get a specific bit of business.
	Extras (atmosphere)	Crowds and general background people.
	Props	Anything an actor handles.
	Set dressing	Furniture and items that dress the set but are not handled.
	Wardrobe	Circle the word. Costume details and changes.
	* Makeup / hair	Mark with an asterisk. Wounds, aging, special looks.
	Vehicles / animals	Cars, bikes and any animals (they need a wrangler).
	Special effects	Practical effects, VFX, rain, smoke, blood.
	Sound / music	Sound effects, playback, on-screen music, live sound.
	Special equipment	Cranes, drones, underwater housings, extra lighting.

Page count in eighths

Divide each script page into eight equal bands (about one inch each). A scene that fills one full page is 8/8. Scenes shorter than 1/8 page still count as 1/8. Write the total as whole pages plus eighths, for example 2 3/8. Add up the eighths for every scene on a shooting day to see how much script you can realistically cover. Track your own pace on the first days and adjust the schedule.

The workflow

1. Read the whole script once for story, without a pencil.
2. Number the scenes and note INT/EXT, set and day or night.
3. Read it again, tagging each element in its color.
4. Measure the page count in eighths.
5. Copy the tagged elements onto one sheet per scene.
6. Use the finished sheets to build the schedule, budget, props list and call sheets.