



# 2025 High School Playwriting Project PROJECT GUIDELINES + REQUIREMENTS

\*Submissions that do not adhere to all guidelines and requirements will be disqualified\*

## FORMATTING

1. Type in Times New Roman, 12-point font; 7 - 12 pages MAX
2. Plays must follow this basic playwriting format:
  - a. One inch margins (left, right, top, bottom)
  - b. Character names in all caps centered above the dialogue
  - c. Single-spaced dialogue with double spacing between units of dialogue
  - d. Stage directions in parentheses, single-spaced, indented from dialogue
  - e. Pages numbered on bottom right
  - f. Title of the play must appear at the top of each page
3. Include no more than 6 characters — unless double cast
4. Write a complete play, not a scene
5. Before submitting, please proof read for possible spelling or grammatical errors.
  - Allowable exceptions include dialect and character choices within the dialogue.

## SUBMISSION MATERIAL REQUIREMENTS

1. Submissions should include two (2) separate PDF files.
  - a. PDF #1 is your TITLE PAGE and should include the following:
    - Playwright's name, home address, telephone number & email
    - Teacher's name, high school address, telephone number & email
    - File name when saving the document should be:
      - [Play Title]\_Title Page | For example: "Our Town\_Title Page
      - Visual Example available on Circle's HSPP Website
  - b. PDF #2 is your SCRIPT that does NOT contain the title page or any other identifying information beyond the title of play
2. Teachers should submit both files in PDF format through the links on [circletheatre.com/hssp](http://circletheatre.com/hssp)
3. A signed and dated Teacher's Letter of Support, with a list of student participants, should accompany your submissions or be emailed in advance.
4. Deadline for the receipt of all uploaded submissions is March 17, 2025.



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## ADDITIONAL REQUIREMENTS

1. No more than one play should be submitted by any one student
2. The play should be written for the purposes of the 2025 HSPP only, pre-written scripts should not be submitted.
3. Scripts MAY be submitted to other contests following HSPP 2025, but not prior to
4. Students may co-write plays with up to three authors
5. If any student does not have regular access to a computer for electronic submission, please contact the theater for further instruction
6. Plays may be submitted in English or Spanish, please contact the theater if a writer is interested in writing in a different language.
7. AI may not be used in the writing of the scripts
8. Circle Theatre will collect up to the top 20 scripts for a printed copy to be available for sale at the Finalist Reading Series. Authors will be credited.
9. Selected entries will be announced in April of 2025.
10. All playwrights and teachers are invited to the Finalist Reading Series which will take place at Circle Theatre on May 4, 2025.
11. Finalist playwrights are invited to have their script read by professional actors as a part of the Finalist Reading Series. Should the playwright not be able to attend the Finalist Reading Series, they will still receive a scholarship, however, an alternate play will be selected for the presentation.

## QUESTIONS + FURTHER INFORMATION

- Email: [HSPP@circletheatre.com](mailto:HSPP@circletheatre.com)
- Circle Theatre: 817.877.3040 | [Hello@circletheatre.com](mailto>Hello@circletheatre.com)
- Web: [circletheatre.com/hssp](http://circletheatre.com/hssp)