
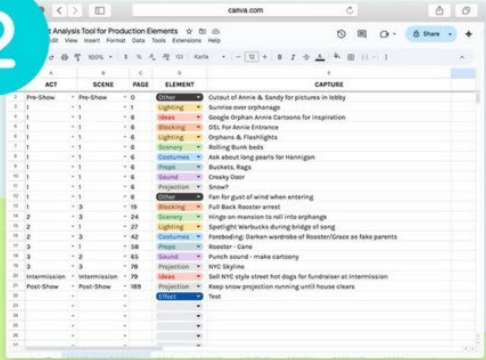


Script Analysis Worksheet for Theatre Production Elements

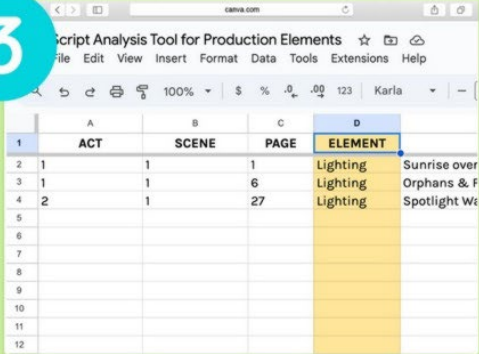
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1. Read the Script

2. Capture Script Analysis Notes

3. Notes AUTO Organize

The Script Analysis Worksheet is a downloadable Excel file that helps you capture and organize all production elements as you work through your script. Instead of scattered notes and missed details, you'll have everything in one organized system—making your production meetings, design process, and technical rehearsals run more smoothly.

The design is clean, simple, and flexible enough to work for any production.

1. **One-stop organization** - No more scattered notes across multiple documents
2. **Nothing falls through the cracks** - Every element is captured as you analyze
3. **Status tracking** - Know exactly what's done and what still needs attention
4. **Time-saving** - Read through your script once and capture everything
5. **Team collaboration** - Share with your production team for better communication

The worksheet provides:

- Main Script Analysis Tool - Your central hub where you can chronologically track all elements as you read through the script
- Dedicated sheets for each production area:
 - Ideas (capture those creative inspirations)
 - Blocking (track all staging and movement)
 - Lighting (document every mood and cue)
 - Scenery (keep track of all set pieces and changes)
 - Costumes (track every character's wardrobe needs)
 - Props (capture every item, big and small)
 - Sound (note all effects and musical moments)
 - Projection (organize your media needs)
 - Plus space for other production elements.

Each sheet is organized by act, scene, and page number, with columns for your notes and status tracking.

For each new production, make a copy of the Excel file and rename it with the name of your current production. We suggest that you keep an original copy on another drive, then drag a copy onto your computer or laptop. Or save your master worksheet as an Excel template, which will force a new name each time you save it for a new production. (More on that, later.)

Getting Started

1. [Download the Excel file](#) from the AACT Resource Library (you must be signed in).
2. You can use the file as is, or you can customize the format—for example, you can add or rename tabs to match your company's specific production procedures.
3. If you do make changes to the format to be used for each new production, we suggest you save the edited Excel file as an Excel template. That way, each time you open the original template, you will be asked to save it under a new name—typically, the name of the specific production. (Don't know how to create an Excel template? See instructions at the end of this document.)

How to Use This Tool, Step by Step

STEP 1: Script Read-Through

As you read through your script for the first time, use the "SCRIPT ANALYSIS TOOL" tab to capture every production element you encounter:

- Enter the Act, Scene, and Page number
- Select the Element Type from the dropdown (Lighting, Props, Sound, etc.)
- Write your notes in the Capture column
- Use the Status dropdown to track progress later

STEP 2: Review & Organize

After completing your initial analysis:

- Go to the "IDEAS" tab to review all creative concepts you've noted
- Check each category tab (LIGHTING, SCENERY, COSTUMES, etc.) to see elements sorted by type
- Elements entered in the main analysis tool will automatically appear in their respective tabs.

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	A	B	C	D	E	F
	ACT	SCENE	PAGE	ELEMENT	CAPTURE	STATUS
1	Pre-Show	Pre-Show	0	Ideas	Cutout of Annie & Sandy for pictures in lobby	Not Started
2	Pre-Show	Pre-Show	0	Sound	Depression-era songs playing as audience enters	In Progress
3	Pre-Show	Pre-Show	0	Projection	Historical images of 1933 New York on screens	Needs Review
4	Pre-Show	Pre-Show	0	Costumes	Ushers in newsboy caps and period-appropriate attire	Complete
5	Pre-Show	Pre-Show	0	Props	Program designed as 1930s newspaper "The New York Times"	
6	Pre-Show	Pre-Show	0	Scenery	Orphanage silhouette visible behind scrim during seating	
7	Pre-Show	Pre-Show	0	Lighting	Amber house lights to create Depression-era atmosphere	
8	Pre-Show	Pre-Show	0	Sound	NYC street vendors calls mixed with period radio clips	
9	1	1	1	Lighting	Sunrise over orphanage	
10	1	1	1	Sound	Clock ticking before "Maybe" begins	
11	1	1	2	Costumes	Orphans in mismatched, too-small nightgowns	
12	1	1	3	Props	Small tattered teddy bear for Molly	
13	1	1	4	Blocking	Orphans shift positions during sleep to show discomfort	
14	1	1	5	Props	Worn and tattered blankets for orphans	
15	1	1	5	Sound	Creaking floorboards for Annie's careful movements	
16	1	1	6	Ideas	Look up old-timey Orphan Annie Cartoons for inspiration	
17	1	1	6	Blocking	DSL For Annie Entrance	
18	1	1	6	Lighting	Orphans & Flashlights	
19	1	1	6	Scenery	Rolling Bunk beds	
20	1	1	6	Costumes	Ask about long pearls for Hannigan	
21	1	1	6	Props	Buckets, Rags	
22	1	1	6	Sound	Creaky Door	
23	1	1	6	Projection	Snow?	
24	1	1	6	Effect	Fan for gust of wind and snow when entering	
25	1	1	7	Other	Orphans synchronized scrubbing during "Hard Knock Life"	
26	1	1	8	Props	Laundry baskets and mops that double as percussion	
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WELCOME!

SCRIPT ANALYSIS TOOL

IDEAS

BLOCKING

LIGHTING

SCENERY

COSTUMES

PROPS

SO

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STEP 3: Production Tracking

- During the production process:
- Update the Status column for each element as work progresses
- Use the category tabs during department meetings
- Add new elements as they emerge during rehearsals

Pro Tips

- Color-coding: Highlight urgent items in red for quick visual reference
- Production Meetings: Keep this file open during meetings to update statuses in real-time
- Sharing: Share this with your production team so everyone has the same information
- Tech Week: Print relevant sections for quick reference during technical rehearsals

Tab Breakdown

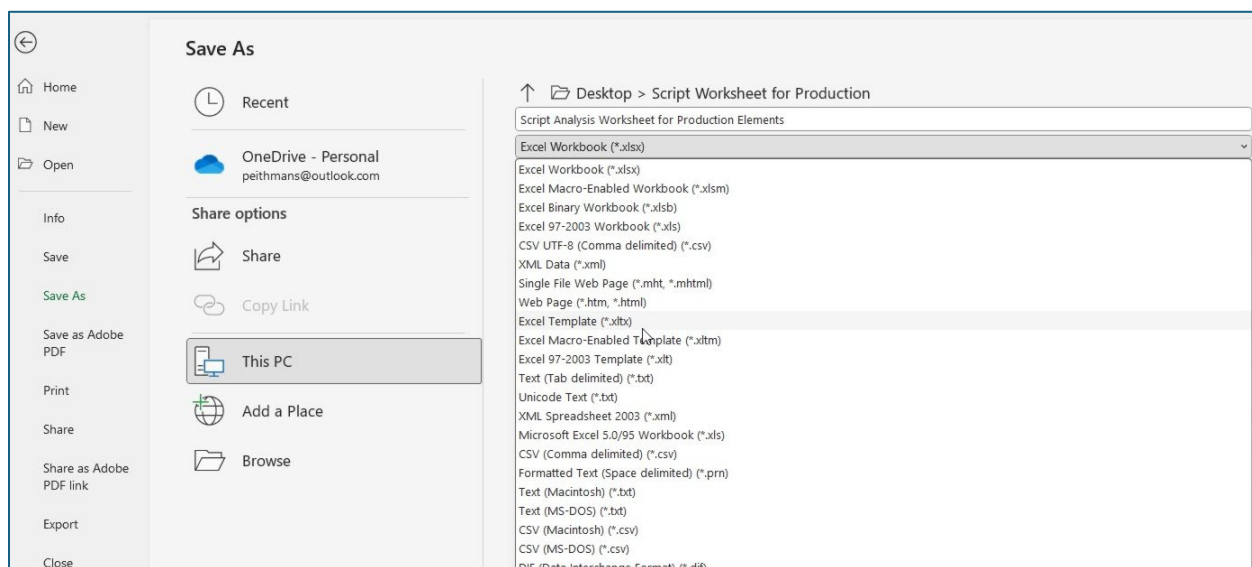
SCRIPT ANALYSIS TOOL: Your primary workspace for initial analysis
 IDEAS: General creative concepts and inspirations
 BLOCKING: All staging and movement notes
 LIGHTING: Light cues, special effects, and atmosphere notes
 SCENERY: Scenery pieces, scene changes, and environment details
 COSTUMES: Character wardrobe items and quick changes
 PROPS: All hand props, Scenery dressing, and consumables
 SOUND: Music cues, sound effects, and audio needs
 PROJECTION: Video, images, and other media elements
 EFFECT: Special effects that include multiple or complex elements
 OTHER: For any production elements that don't fit elsewhere

Creating & Using an Excel template

Once you have customized the spreadsheet to suit your general needs, you may want to save this as an Excel template. This will keep the original spreadsheet intact by forcing a new name when you save it for each new production.

Here's how:

1. Open the workbook you want to save as a template
2. Select the File menu
3. Select Save As
4. In the Save As box, type the name you want to use for the template
5. Select Excel Template (.xltx) from the File Format drop-down list
6. Select Save. If you're using Microsoft Office 360, this will be saved by default to Custom Office Templates in your Documents folder.



Using an Excel template

To create a workbook based on a template:

1. Select the File menu
2. Select New
3. Select Personal
4. Select the template you want to use

