

SCRIPT

COORDINATING 101

The Gateway to Screenwriting

By Paul Moncrieffe

Pipeline Studios Inc.

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1. THE NEEDS

A. SOFTWARE: Every script coordinator will need to become a master at the following softwares...

FINAL DRAFT (or scriptwriting software of the productions choosing)

MICROSOFT WORD

GOOGLE SHEETS

GOOGLE CALENDAR

BANZAI

B. EMAILS: A script coordinator works very closely with the Story Editor and the Client, as you will be sending out drafts and draft notes daily to the team. You will be glued to your email, and need to make sure your email etiquette is pristine.

2. THE DRAFT STAGES

Before you become a great script coordinator, first you must understand the stages to making a great script for television. Although every show is different most productions follow these draft stages...

PREMISE

OUTLINE

FIRST DRAFT

SECOND DRAFT

POLISH DRAFT

RECORD DRAFT

Each stage helps the writer make the story the best it can be. Your job as a script coordinator is to keep the writer on track in order to hit their deadlines for the production. In order to track all these stages you'll need to be an expert at ...

3. SCHEDULING

A. SCRIPT SCHEDULE: Every production will provide you with a script schedule, that will look something like this...

	C	D	E	F	G	H	I
Script	Premise Comments	Outline Script	Outline Comments	1st Draft Script	1st Draft Comments	2nd Draft Script	2nd Draft Comments
18	9-Nov-18	16-Nov-18	23-Nov-18	26-Nov-18	7-Dec-18	14-Dec-18	21-Dec-18
18	16-Nov-18	23-Nov-18	26-Nov-18	10-Dec-18	14-Dec-18	21-Dec-18	4-Jan-19
18	20-Nov-18	28-Nov-18	6-Dec-18	14-Dec-18	21-Dec-18	4-Jan-19	11-Jan-19
18	30-Nov-18	7-Dec-18	14-Dec-18	21-Dec-18	4-Jan-19	11-Jan-19	18-Jan-19
18	7-Dec-18	11-Dec-18	21-Dec-18	4-Jan-19	11-Jan-19	18-Jan-19	25-Jan-19
18	14-Dec-18	13-Dec-18	4-Jan-19	11-Jan-19	18-Jan-19	25-Jan-19	1-Feb-19
18	21-Dec-18	4-Jan-19	11-Jan-19	18-Jan-19	25-Jan-19	1-Feb-19	8-Feb-19
18	4-Jan-19	11-Jan-19	18-Jan-19	25-Jan-19	1-Feb-19	8-Feb-19	15-Feb-19
19	11-Jan-19	18-Jan-19	25-Jan-19	1-Feb-19	8-Feb-19	15-Feb-19	22-Feb-19
19	18-Jan-19	25-Jan-19	1-Feb-19	8-Feb-19	15-Feb-19	22-Feb-19	1-Mar-19
19	25-Jan-19	1-Feb-19	8-Feb-19	15-Feb-19	22-Feb-19	1-Mar-19	8-Mar-19
19	1-Feb-19	8-Feb-19	15-Feb-19	22-Feb-19	1-Mar-19	8-Mar-19	15-Mar-19
19	8-Feb-19	15-Feb-19	22-Feb-19	1-Mar-19	8-Mar-19	15-Mar-19	22-Mar-19
19	15-Feb-19	22-Feb-19	1-Mar-19	8-Mar-19	15-Mar-19	22-Mar-19	29-Mar-19
19	22-Feb-19	1-Mar-19	8-Mar-19	15-Mar-19	22-Mar-19	29-Mar-19	5-Apr-19
19	1-Mar-19	8-Mar-19	15-Mar-19	22-Mar-19	29-Mar-19	5-Apr-19	12-Apr-19
19	8-Mar-19	15-Mar-19	22-Mar-19	29-Mar-19	5-Apr-19	12-Apr-19	19-Apr-19
19	15-Mar-19	22-Mar-19	29-Mar-19	5-Apr-19	12-Apr-19	19-Apr-19	26-Apr-19
19	22-Mar-19	29-Mar-19	5-Apr-19	12-Apr-19	19-Apr-19	26-Apr-19	3-May-19
19	29-Mar-19	5-Apr-19	12-Apr-19	19-Apr-19	26-Apr-19	3-May-19	10-May-19
19	5-Apr-19	12-Apr-19	19-Apr-19	26-Apr-19	3-May-19	10-May-19	17-May-19
19	12-Apr-19	19-Apr-19	26-Apr-19	3-May-19	10-May-19	17-May-19	24-May-19
19	19-Apr-19	26-Apr-19	3-May-19	10-May-19	17-May-19	24-May-19	31-May-19

This provides you with the deadlines for each draft to follow. A full script, from Premise to Record Draft takes approximately 2 months. Below are the **DAYS PER STAGE** a **WRITER** gets (not including the noting process). These are meant to be guidelines, as you'll find yourself shifting deadlines quite a bit, but it's important you hit your **RECORD DRAFT** deadline, no questions asked.

PREMISE: Received
OUTLINE - 10 days
FIRST DRAFT - 8 days
SECOND DRAFT - 7 days
POLISH DRAFT - 5 days
RECORD DRAFT - 2 days

NOTING PROCESS: Each draft gets sent out to the team where they get approximately 2 business days to complete their notes.

From there you make your very own...

B. SCRIPT REPORT: A script report is every script coordinators holy bible. It's made in Google Sheets. This is the number one document you will be working from daily. It tracks each script stage with draft deadlines and note deadlines.

Copy of EWW1 Script Report

File

Edit

View

Insert

Format

Data

Tools

Add-ons

Help

All changes saved in Drive

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C. SCRIPT NUMBERING: It's important on your Script Report you have a script number and production number. The script number allows for easy maneuvering while pairing each 11 minute episode. You always refer to the Script # up until you create the RECORD DRAFT.

#	Prod#
101	101B
102	101A
103	102B
104	103A
105	103B
106	102A
107	104A
108	104B
109	105B
110	105A

D. GOOGLE CALENDAR: To help keep track of your weekly deadlines, it's a must to track each draft and notes on your google calendar, this helps you keep a birds eye view on your week, as well as makes it easy to maneuver deadlines.

Today < > May 2020 Search Help Settings Month Pipeline Studios						
SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI May 1	SAT 2
8am Vacation Covid 19						
	9am busy 16 more	168 Polish Notes Due 22 more	136 INTERSTITIAL D2 C 14 more	167 FINAL DUE 20 more	136 INTERSTITIAL D2 Nc 18 more	1:55pm busy 2 more
3	4	5	6	7	8	9
8am Vacation Covid 19						
8am Cadence 4th bday 	169 POLISH DUE 19 more	136 INTERSTITIAL FINAL 19 more	137 INTERSTITIAL D2 Nc 13 more	9am ALMA MUSIC 16 more	174 D1 DUE 9:30am busy 12 more	5pm Riff Raff - weekly g
10	11	12	13	14	15	16
8am Mothers day	169 FINAL DUE 170 POLISH DUE 16 more	172 D2 Notes Due 174 D1 Notes Due 19 more	170 Polish Notes Due 173 D2 DUE 9 more	9:30am Morning Produc 9:30am busy 19 more	173 D2 Notes Due 175 D2 DUE 12 more	9:15am ALMA PROD m 10am HANG 5pm Riff Raff - weekly g
17	18	19	20	21	22	23
9:15am ALMA PROD m	170 FINAL DUE 171 POLISH DUE 10 more	175 D2 Notes Due 9am Angela Jekums - o 19 more	MTM INDUSTRY DAY busy 13 more	171 Polish Notes Due 174 D2 DUE 21 more	172 POLISH DUE 9:15am ALMA PROD m 14 more	9:15am ALMA PROD m 5pm Riff Raff - weekly g
24	25	26	27	28	29	30
9:15am ALMA PROD m	171 FINAL DUE 9:15am ALMA PROD m 17 more	172 Polish Notes Due 174 D2 Notes Due 8 more	173 POLISH DUE 175 POLISH DUE 5 more	9:15am ALMA PROD m 9:30am Morning Produc 10 more	173 Polish Notes Due 175 Polish Notes Due 8 more	9:15am ALMA PROD m 5pm Riff Raff - weekly g

To enter a date on your Google Calendar, simply click on that date with your cursor and fill out your deadline...

175 FINAL DUE

Event Out of office Appointment slots

May 28, 2020 – May 28, 2020 Add time

Add guests

Add Google Meet video conferencing

Add rooms or location

Add description

ET S1 Script Schedule

More options Save

Make sure to colour code each script...

175 FINAL DUE

May 28, 2020 to May 28, 2020

☒ All day Does not repeat

Event Details Find a Time

Add Google Meet video conferencing

Add location

Add notification

ET S1 Script Schedule

Free Default visibility

Add description

Save

Guests Rooms

Add guests

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

E. THE WEEKLY SCRIPT SCHEDULE: At the end of each week you send out a weekly schedule for the upcoming week to the team. The email will look something like this...

Elinor Wonders Why - Writing Priorities Forecast - May 4th - May 8th



Paul Moncrieffe <pmoncrieffe@pipelinestudios.com>

to Katherine, Jorge, Daniel, Michael, Marissa, Steve, Kevin, Victoria, Jo ▾

Hi team,

Another great week in the books.

Below are our priorities for next week. Please review and let me know if you have any questions or concerns.

Have a great weekend :)

PENDING:

EWV SPECIAL OUTLINE V2 DUE

172 "The Little Drummer" D1 Notes Due

173 "Elinor Fishy Friend" D1 Notes Due

137 INTERSTITIAL D2 DUE

MONDAY May 4th

169 "A Garden For All" J&D POLISH PASS DUE

175 "Senor Tapir Says Adios" D1 DUE

TUESDAY May 5th

136 INTERSTITIAL FINAL DUE

171 "Rest is Best" D2 Notes Due

WEDNESDAY May 6th

137 INTERSTITIAL D2 Notes Due

169 "A Garden For All" Polish Notes Due

170 "Band of Explorers" POLISH DUE

175 "Senor Tapir Says Adios" D1 Notes Due

This weekly schedule is very important to you and your Story Editor. It's an easy way to keep track of Deadlines that week. You should print it out and keep it on your desk for easy cross-out action, or if you need to add any priorities.

This leads to the next exciting thing about script coordinating...

4. SCRIPT PREPPING

You will receive each draft (hopefully on time) from your Story Editor. Before sending the draft out to the team to be commented on, every script coordinator has to make sure the script is properly prepped and ready to be distributed.

Each draft stage gets prepped differently...

A. PREMISE: You will receive a Premise as a Word Document (.doc). It's important every premise is formatted properly. Every premise is 1 - 1 1/2 pages long. The story is written in full paragraphs. It must have the title, date and writers name centred at the top of the document because Premises don't have title pages.

ELINOR WONDERS WHY

Rest Is Best

PREMISE - 13/3/2020

By Rosemary Mosco

Elinor's Question: Why do I need to rest?

Logline: When Olive decides she'd rather stay up late than sleep, her friends help to convince her that most animals need rest.

Curriculum Goals:

- **LS2:** Understand that all animals have different body parts that are used in different ways to meet their needs, and that plants have different parts to help them survive and grow. (The kids notice that some animals don't have eyelids.)
- **Possibly LS3?** (This premise isn't about food, but it's about basic needs for survival...)
- **SEP:** To be determined at outline.

*****PROOF READING:** It's not only important to proof read every draft for spelling and grammar mistakes, but it also important to proof read to make sure the story makes sense. I.E. character names, locations, act structure, songs, props, etc.

***Also notice this script isn't assigned a script number yet, that's because a Premise still needs to get approved by a broadcaster before being assigned a script number.

***All Premise documents should follow the same naming convention and should be saved as...

EWW_Rest is Best_PREMISE_13March2020

B. OUTLINE: You will receive an Outline as a Word Document (.doc). The document is much like a Premise but longer and more detailed. It's must be around 4-5 pages long. The title must be formatted properly with Script #. It must have the Logline, Elinor's Question and Curriculum present. It also must have scene headers numbered and bolded.

ELINOR WONDERS WHY
Ep# 171 "Rest Is Best"
Outline Mar 31 2020
By Rosemary Mosco

Elinor's Question: Why do I need to rest?

Logline: When Olive decides she'd rather stay up late than sleep, her friends help to convince her that most animals need rest.

Curriculum Goals:

LS2c. Compare how the external body parts of animals and plants are the same and/or different. [The kids learn that some animals don't have eyelids, and that different animals rest in different ways.]

LS4a. Observe the life cycle of familiar plants and animals. [The kids notice that some animals sleep at night and are active during the day, and others sleep during the day and are active at night.]

SEP3b. Compare and contrast objects and events by describing similarities and differences in detail. [The kids observe and compare different resting animals.]

1. EXT. SCHOOLYARD - DAY

It's a beautiful sunny day. The kids are at school, playing outside during recess. The camera pans across kids playing various games and stops at Elinor and Ari. They're having a thoughtful discussion. "So, what game should we play today?" asks Ari. "Hmm. We could toss a ball back and forth," suggests Elinor. "Nah, we did that yesterday!" "You're right. We could have a snowball fight!" "Elinor, it's spring." "But maybe there will be a super-late snowstorm!" The kids giggle. "Hmm." They keep thinking. Then a pair of butterflies fly by in front of them, one chasing the other. Watching the butterflies, Ari and Elinor both get the same idea at the same time. "Oh!" "Are you thinking what I'm thinking?" In unison: "Let's play butterfly tag!" But then Elinor realizes, "Wait, we need more than two people to play tag." "Well, Olive loves playing tag. Hey, where's Olive?" Ari and Elinor look around to try and find

Every production is different but "Elinor Wonders Why" asks for the episode ditty to be written on this draft.

OUTLINE NAMING CONVENTION: EWW171_Rest is Best_OUTLINE_31March20

C. FIRST DRAFT - POLISH DRAFT: You will receive the First Draft - Polish Draft as a Final Draft Document (.fdx). The story is now in SCRIPT FORMAT. Each script should be around 12-14 pages long and have no more than 120 character lines.

Please follow the following steps in order to prep a script using Final Draft:

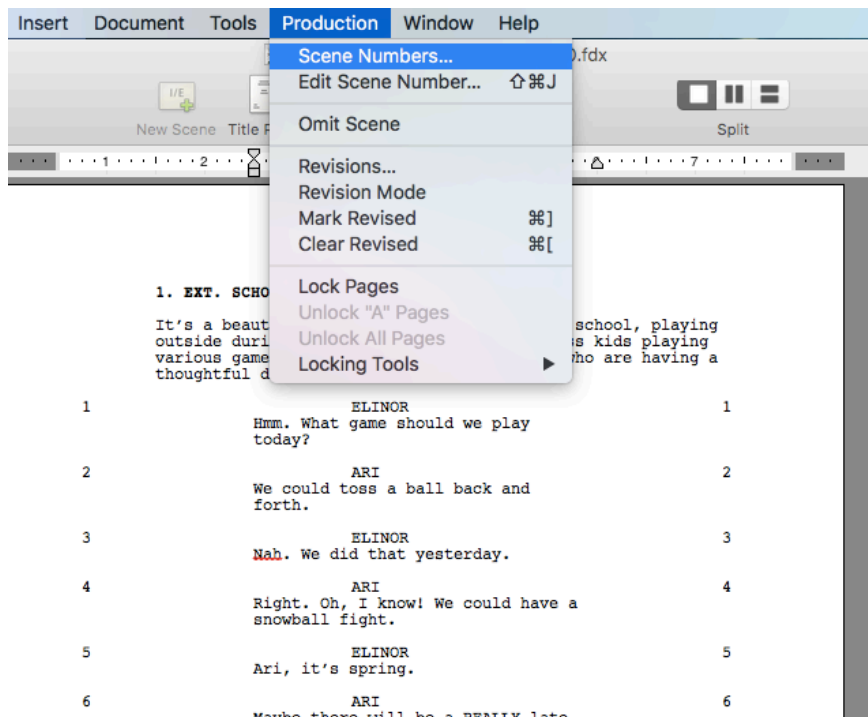
1. Proof Read/Script Format - Spelling/Grammar mistakes. Make sure Scene Headings are numbered and bolded. Make sure all the <SFX> are similar. Check that all Characters, Locations, Props, and Actions make sense.

1. EXT. SCHOOLYARD - DAY

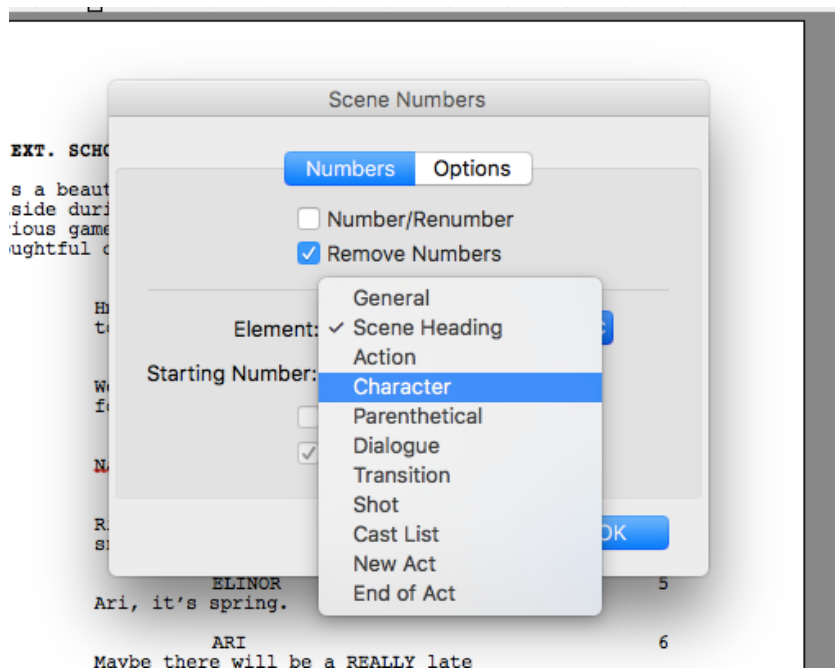
It's a beautiful sunny day. The kids are at school, playing outside during recess. The camera pans across kids playing various games and stops at ELINOR and ARI, who are having a thoughtful discussion.

1	ELINOR	1
	Hmm. What game should we play today?	
2	ARI	2
	We could toss a ball back and forth.	
3	ELINOR	3
	Nah. We did that yesterday.	
4	ARI	4
	Right. Oh, I know! We could have a snowball fight.	
5	ELINOR	5
	Ari, it's spring.	
6	ARI	6
	Maybe there will be a REALLY late snowstorm?	
	Ari and Elinor <SFX: GIGGLE>. Then a pair of butterflies fly past them, one chasing the other.	
7	ARI (CONT'D)	7
	Look at those butterflies go.	
8	ELINOR	8
	Hmm. Are you thinking what I'm thinking?	
9	ELINOR/ARI	9
	Let's play tag!	
10	ARI	10
	You know who loves tag? Olive. Maybe she wants to play too. Where is she?	
11	ELINOR	11
	She said she was going to read under that big tree.	
12	ARI	12
	Let's go!	

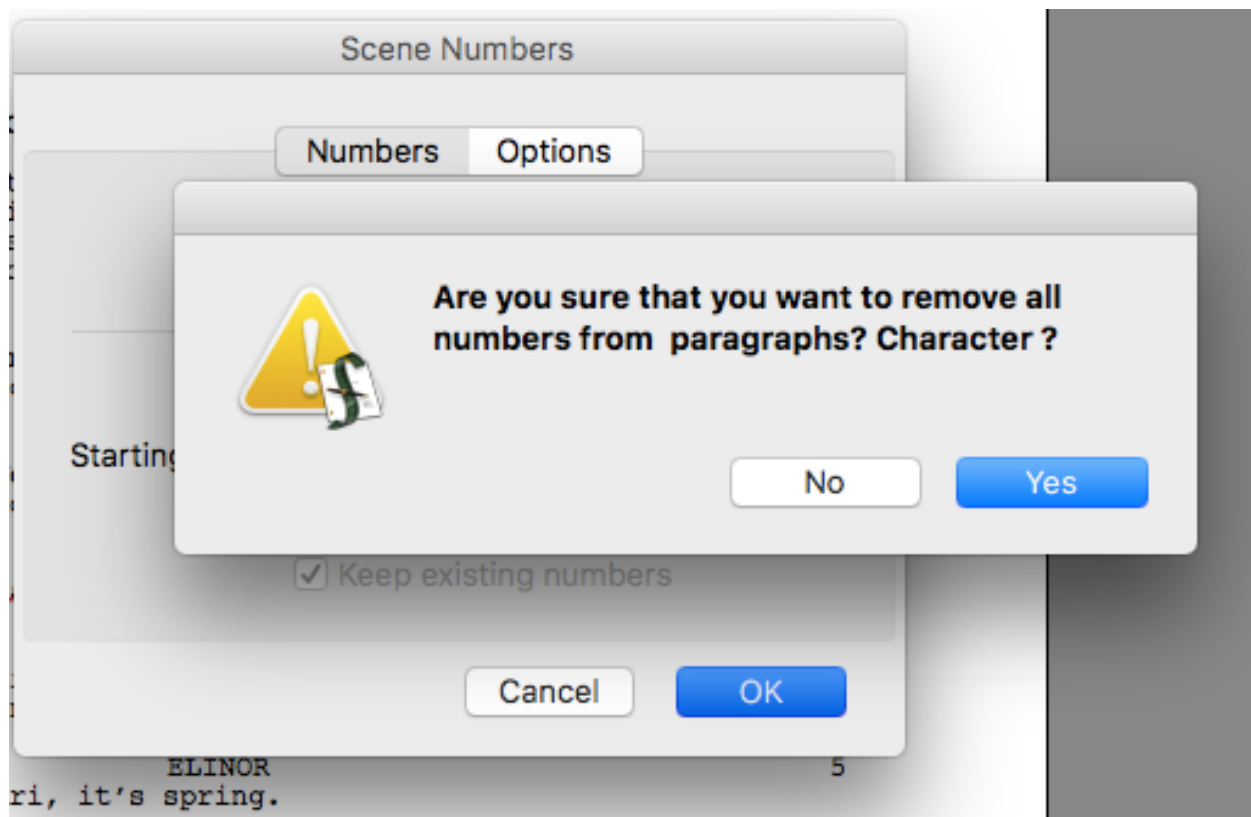
2. Line Numbers - Make sure to reset the line numbers. Go to "Production" and click on "Scene Numbers"



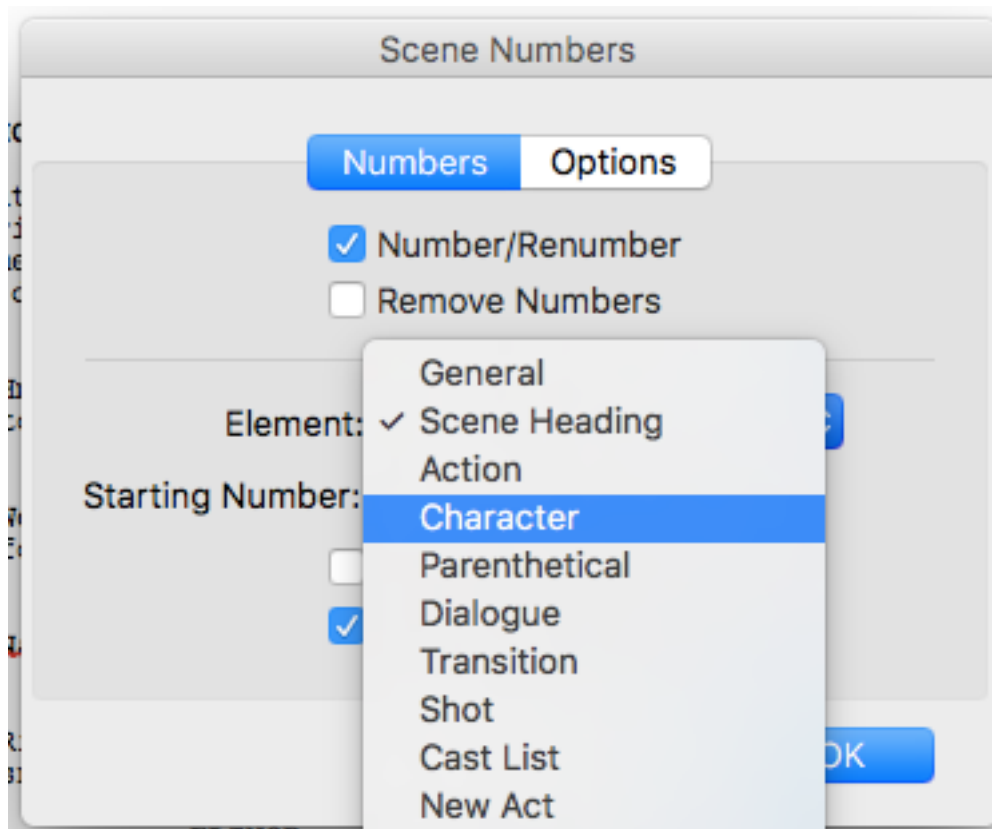
Then click on “Remove Numbers” and Scroll down to “Character” Then click “Okay”



This removes all Line Numbers....



Then simply go back into “Production” “Scene Numbers” and click on “Number/Renumber” and choose “Character” and click “Okay.” This will renumber your line numbers for you.



3. Header - Check to see the header of the script is up to date. This should match the title page and the naming convention of the document.

EWV171 Rest Is Best D1 17-Apr-20 2.

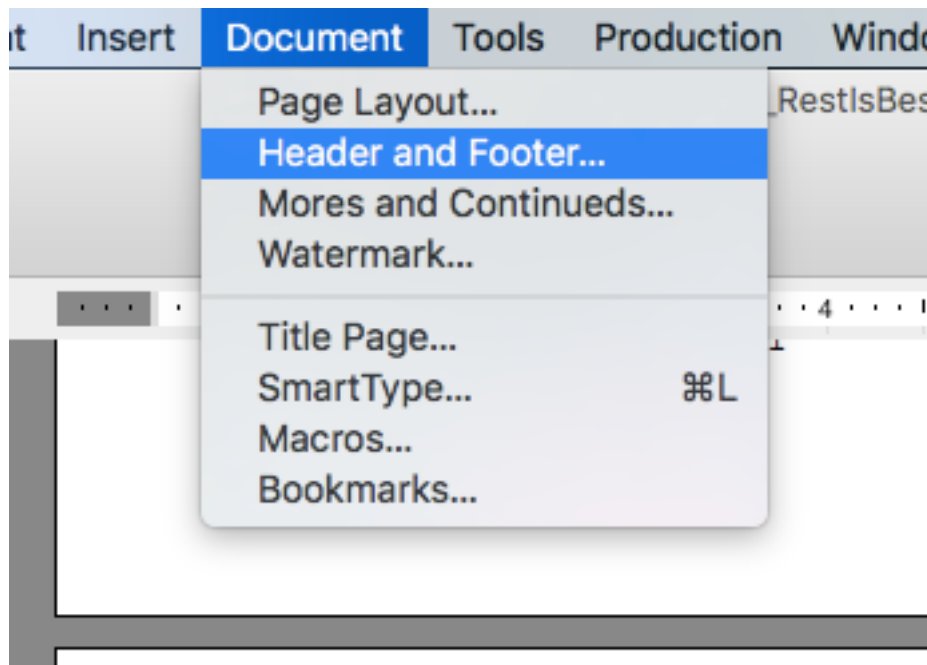
Ari and Elinor find Olive sitting under a big tree. She's reading a huge book, and she looks very absorbed in it.

ELINOR 13
Hi, Olive.

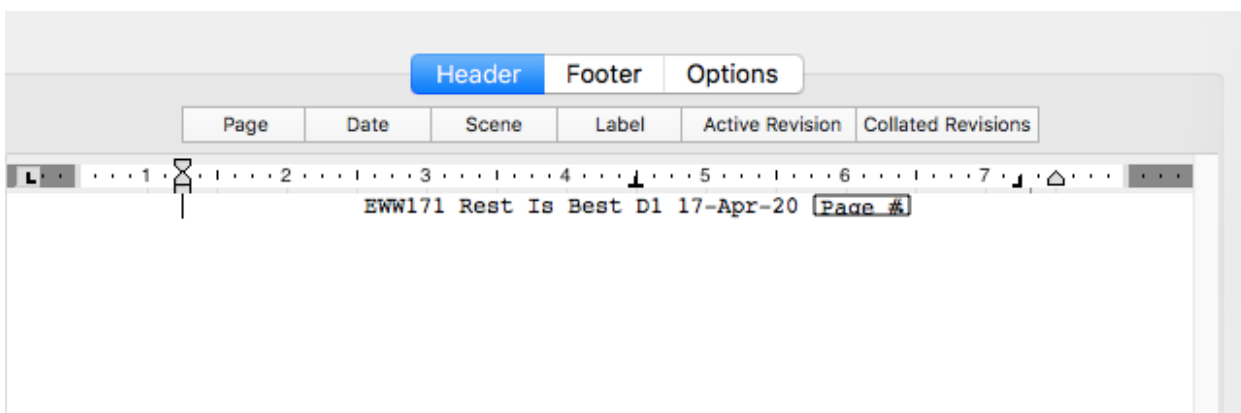
Olive doesn't look up, but she replies with enthusiasm. She's just very excited about her book.

OLIVE 14
Hi, Elinor and Ari.

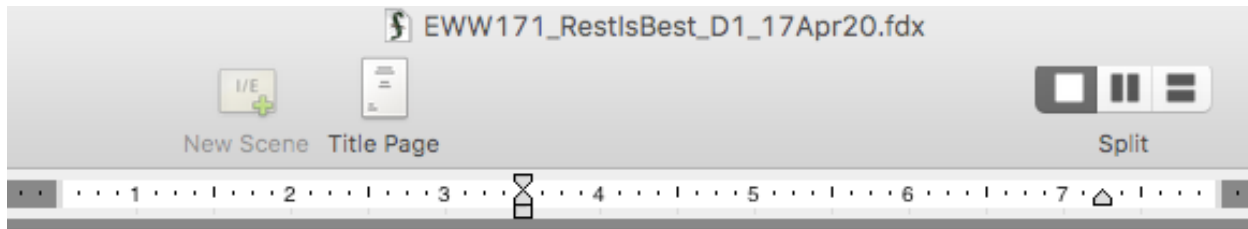
To edit the Header - simply click on "Document" then "Header and Footer"



Make sure your header has correct script number, title, stage and date.



4. Title Page - Find the title page by simply clicking the Title Page button at the top.



1. EXT. SCHOOLYARD - DAY

It's a beautiful sunny day. The kids are at school, playing outside during recess. The camera pans across kids playing various games and stops at ELINOR and ARI, who are having a thoughtful discussion.

1

ELINOR

1

All Title Pages should be similar. They must have the title, script number, written by, Elinor's Question, Logline, Curriculum, Characters, Props, Locations and Draft Date.

ELINOR WONDERS WHY

EP# 171: REST IS BEST

Written by
Rosemary Mosco

Elinor's Question: *Why do I need to rest?*

Logline: *When Olive decides she'd rather stay up late than sleep, her friends help to convince her that most animals need rest.*

Curriculum Goals: LS2c. Compare how the external body parts of animals and plants are the same and/or different. [The kids learn that some animals don't have eyelids, and that different animals rest in different ways.]

LS4a. Observe the life cycle of familiar plants and animals. [The kids notice that some animals sleep at night and are active during the day, and others sleep during the day and are active at night.]

SEP3b. Compare and contrast objects and events by describing similarities and differences in detail. [The kids observe and compare different resting animals.]

Main Characters: Elinor, Olive, Ari, Mz. Mole

Secondary Characters: Ms. Elephant

Props: Butterflies, Olive's huge storybook, backpacks/satchels, Chicky the chickadee, Olive's notebook, great-horned owl, carp, butterfly, stool, small book about rest, anole, cuckoo bee.

Locations: Schoolyard, Olive's house (bedroom), sidewalk, river/pond.

5. Saving Files - Each draft stage should be saved as a .FDX and a .PDF while following these naming conventions...

FIRST DRAFT: EWW171_Rest is Best_D1_17April20

SECOND DRAFT: EWW171_Rest is Best_D2_29April20

POLISH DRAFT: EWW171_Rest is Best_POLISH_08May20

D. THE RECORD DRAFT: You receive the Record Draft much like the other .FDX drafts. It will usually be called a FINAL. You'll follow the same steps through 1-5. But the main idea for the Record Draft is prepping it for the talent, which means you have to follow these extra steps...

6. Edit the Ditty - Every "Elinor Wonders Why" script has a ditty. The composers will have LOCKED this ditty by then. It's your job to make sure the .MP3 (you receive from the composers) matches the ditty on the script for the talent.

7. Title Page - The Title Page is just a little bit different than a normal draft. You will give the script its PRODUCTION NUMBER and always bold the Record Draft Date at the bottom.

ELINOR WONDERS WHY

EP# ~~119B~~ Thinking About Blinking

By: Paul ~~Moncrieffe~~

Elinor's Question: Why do we blink?

~~Logline:~~ After Ari wins a staring contest, he and his friends learn everything there is to know about blinking.

Curriculum Goals:

~~LS2.~~ Understand that animals have different body parts that are used in different ways to meet their needs, and that plants have different parts that help them survive and grow:

- a. Identify body parts of animals and their function
- b. Identify the basic parts of plants and their function
- c. Compare how the external body parts of animals and plants ~~are~~ the same and/or different
- d. Explore how different external features of an animal help

~~it~~ survive in its environment (Elinor and her friends explore eyelids and how blinking protects the eyes).

~~SEP6.~~ Constructing explanations: Use background knowledge, experiences, and data to construct reasonable explanations and theories of natural phenomena. (Elinor and her friends construct an explanation of the question, ("Why do we blink?")

Main Characters: Elinor, Olive, Ari, Mz. Mole

Secondary Characters: Koa

Non-Speaking Character: Fish, Goat Twins, ~~Alejandro~~

Backgrounds - School playground, forest (stream)

Props - Paper Megaphone, Sponge

OUTLINE: May 28th , 2019

FIRST DRAFT: June 27th , 2019

SECOND DRAFT: July 22nd, 2019

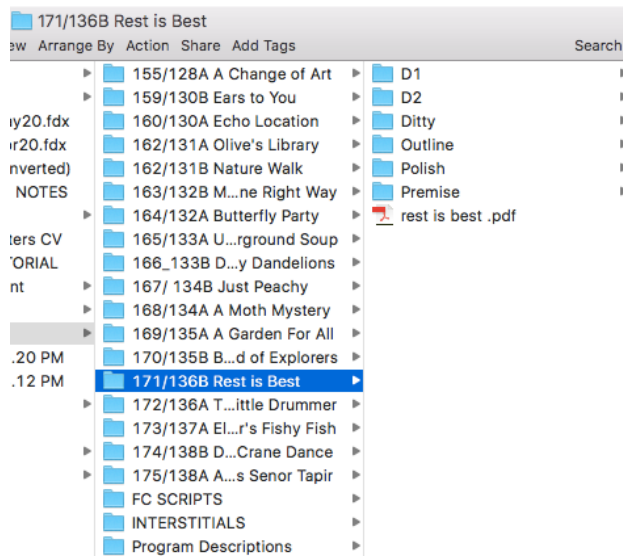
POLISH: August 26th, 2019

RECORD DRAFT: September 4th, 2019

8. Naming Convention - A Record Draft has a slightly different naming convention as you'll have the Production Number present.

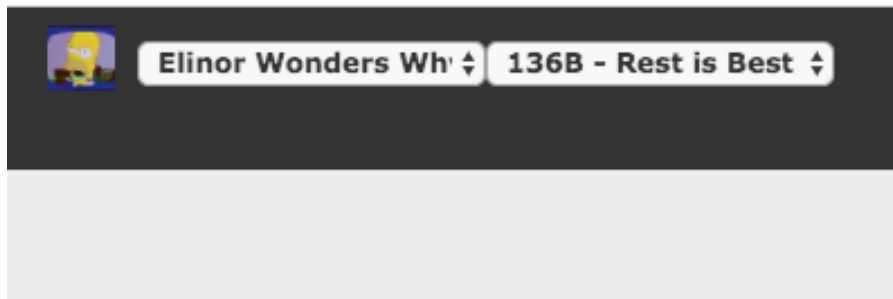
RECORD DRAFT: EWW136B_Rest is Best_RECORD DRAFT_15May20

E. STORING YOUR DRAFTS: Each Draft Stage will be stored on Pipelines Server...

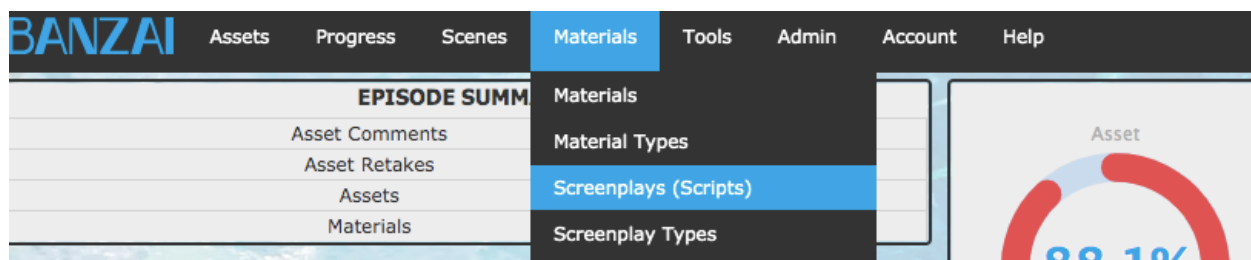


And on Banzai...

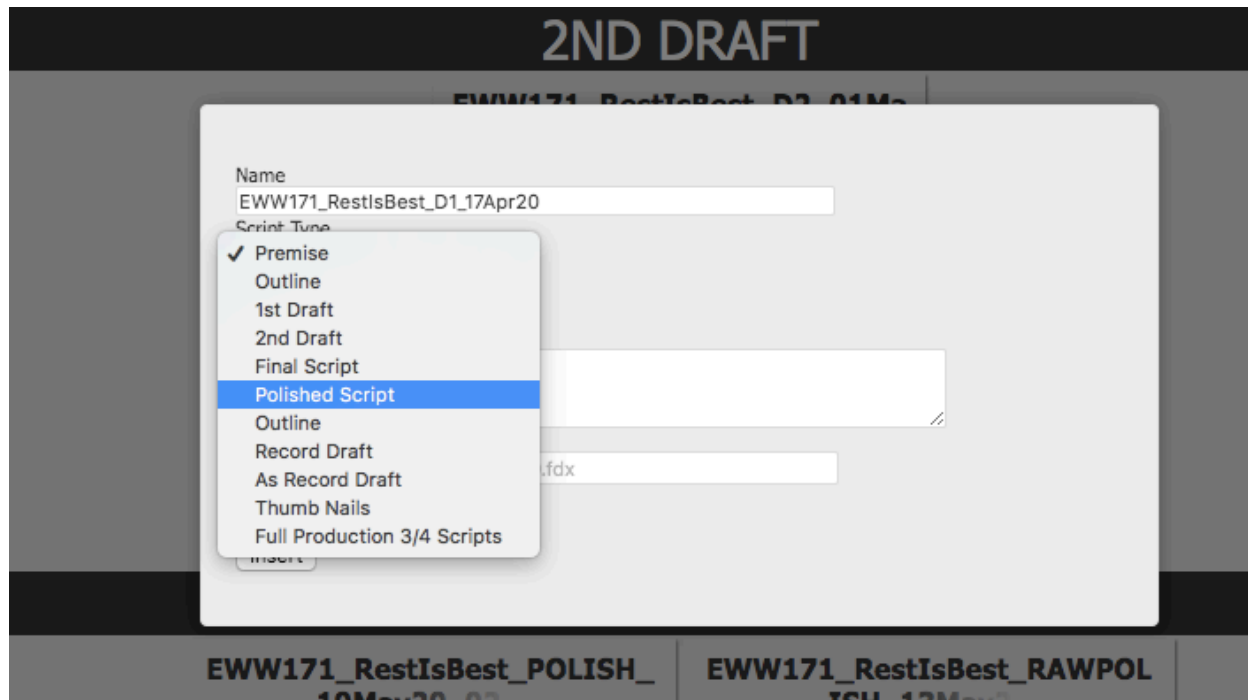
Simply choose the episode.



Click on “Materials” “Screenplays”



Drag and drop the .PDF of your script and select the correct Draft Stage.



And your draft is successfully stored on Banzai.



6. ASSUMPTIONS

Every Production has different assumptions. The assumptions are put in place as guidelines for the creative to follow in order to help the rest of the production team. It's your responsibility to work with your Story Editor to make sure you're staying within them.

A director will give notes in regards to assumptions but it's always a good thing to help him/her by...

Making sure a story isn't too crazy with assets, it's always a good thing to keep track of props, locations/backgrounds. You can also help the production by making sure you're within the assumptions for Characters and Speaking Roles.

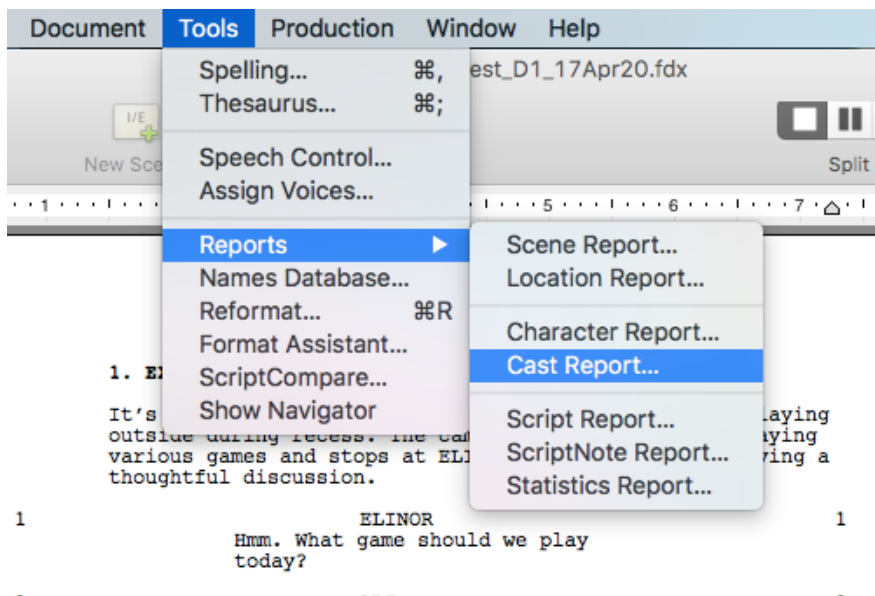
For "Elinor Wonders Why" we cannot have over 6 Principal Roles and 4 Actor Roles per a 22-minute episode, which means an A and B script.

A Principal Role is a character with over 5 speaking lines. An Actor Role is a character under 5 speaking lines.

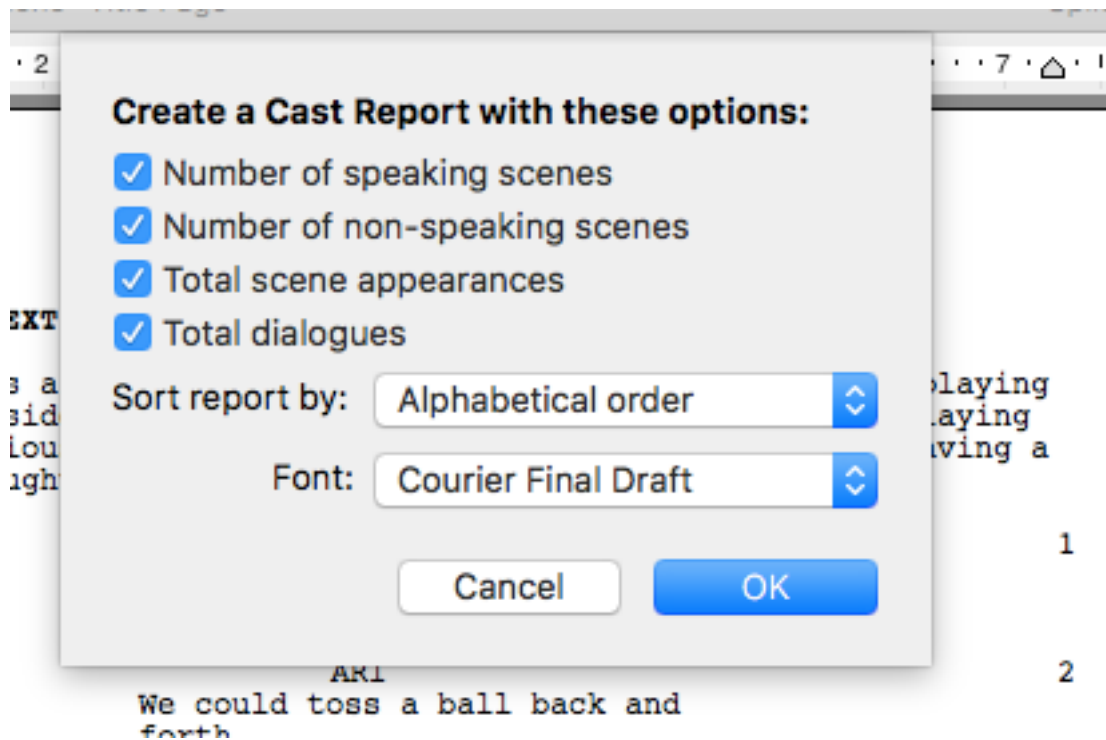
Each 11-minute script is only allowed to have 120 speaking lines.

To keep track of these numbers you can follow these easy steps in Final Draft...

Go to "Tools" "Reports" and click on "Cast Report..."



Click “Okay”



This will provide you with a list of all the speaking roles (Total Dialogues) in the script. You can simply add them up to see if you are within assumptions.

EWV171_RESTISBEST_D1_17APR20 -- CAST REPORT

<u>Character</u>	<u>Total</u> <u>Dialogues</u>	<u>Speaking</u> <u>Scenes</u>	<u>Non-Sp.</u> <u>Scenes</u>	<u>Total</u> <u>Scenes</u>
ARI	21	3	0	3
ELINOR	33	3	0	3
ELINOR/ARI	1	1	0	1
ELINOR/ARI/MZ MOLE	1	1	0	1
MS ELEPHANT	7	1	0	1
MZ MOLE	14	1	0	1
OLIVE	41	4	0	4

6. DISTRIBUTION

A. The Team - Now that your draft is prepped and within assumptions, it's ready for the world to see, and it's time to distribute to the team. Every production is different but a draft will usually go to these key team members:

CREATOR/CLIENT

BROADCASTER/CLIENT

DIRECTOR (S)

CONSULTANT (S)

PRODUCTION TEAM

It's your job to work it out with your Producer and Story Editor on which key team members see what draft stage.

Elinor Wonders Why follows this process:

PREMISE - Sent to CREATOR, CONSULTANT AND BROADCASTER

OUTLINE - Sent to CREATOR, CONSULTANT, DIRECTOR and BROADCASTER

FIRST DRAFT - Sent to CREATOR, DIRECTOR and CONSULTANT

SECOND DRAFT - Sent to CREATOR, CONSULTANT and BROADCASTER

POLISH DRAFT - Sent to CREATOR, CONSULTANT, DIRECTOR and BROADCASTER

RECORD DRAFT - Sent to PRODUCTION TEAM (Pipeline Studios) to distribute to talent and rest of productions staff.

***After sending each draft, your key team members have approximately 2 business days to return their notes/comments.

B. THE DRAFT DISTRIBUTION LIST - Make it easier for yourself and make a Draft Distribution List. This will keep track of who you have to email with each draft. I have mine, as a TAB on my SCRIPT REPORT....

Script Comment Distribution List			
PREMISE	Director	Kevin Micallef	kevin.micallef@pipelinestudios.com
	Consultant	Sara Sweetman	sara_sweetman@uri.edu
2nd Email	PBS	Natalie Engel	nengel@pbs.org
	PBS	Anne E Lund	aelund@pbs.org
	PBS	Shannon Bishop	skbishop@pbs.org
	PBS	Abby Jenkins	aljenkins@pbs.org
	PBS	Jennifer Rodriguez	jimrodriguez@pbs.org
	PBS	Linda Simensky	lsimensky@pbs.org
OUTLINE	Director	Kevin	kevin.micallef@pipelinestudios.com
	Consultant	Sara Sweetman	sara_sweetman@uri.edu
	Creator	Jorge Cham	jorge@phdcomics.com
	Creator	Daniel Whiteson	daniel@uci.edu
2nd Email	PBS	Natalie Engel	nengel@pbs.org
	PBS	Anne E Lund	aelund@pbs.org
	PBS	Shannon Bishop	skbishop@pbs.org
	PBS	Abby Jenkins	aljenkins@pbs.org
	PBS	Jennifer Rodriguez	jimrodriguez@pbs.org
	PBS	Linda Simensky	lsimensky@pbs.org
		Brad Pettingell	bwpettingell@pbs.org
1ST DRAFT	Director	Kevin	kevin.micallef@pipelinestudios.com
	Consultant	Sara Sweetman	sara_sweetman@uri.edu
	Creator	Jorge Cham	jorge@phdcomics.com
	Creator	Daniel Whiteson	daniel@uci.edu
2nd Email	PBS	Natalie Engel	nengel@pbs.org
	PBS	Anne E Lund	aelund@pbs.org

C. The Email - The email to the key team members should be short and concise and have a clear DUE DATE. The Premise and Outline email will have a .doc attached.

EWV171 "Rest is Best" OUTLINE DELIVERY - Comments Due April 7th Inbox x



Paul Moncrieffe <pmoncrieffe@pipelinestudios.com>

to Anne, Shannon, Abby, Jennifer, Linda, Brad, Victoria, Marissa, Steve ▾

Hi team,

Attached is the EWV171 "Rest is Best" Outline.

Please review and have your comments in by **Tuesday, April 7th**.

Enjoy :)



Paul Moncrieffe

Writer & Development Coordinator

M +1-289-808-6656 | pmoncrieffe@pipelinestudios.com

PipelineStudios.com



While the First Draft - Polish Draft will have a .fdx and .pdf attached. As well as a link to the Note Tracker.

EWV171 "Rest is Best" D1 DELIVERY - Comments Due April 22nd Inbox x



Paul Moncrieffe <pmoncrieffe@pipelinestudios.com>

to Jorge, Daniel, Kevin, Sara, Marissa, Michael, Victoria, Steve ▾

Hi team,

Attached is the EWW171 "Rest is Best" first draft.

Please review and have your comments in by **Wednesday, April 22nd**.

Enjoy :)

Note Tracker:

<https://docs.google.com/spreadsheets/d/1YOYQvFnRW8Ztubgi1dJpOJ6Sj4uldzZLVpWXR3IL5A/edit?usp=sharing>

--



Paul Moncrieffe

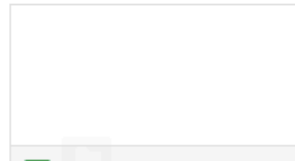
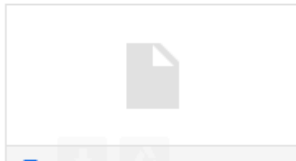
Writer & Development Coordinator

M +1-289-808-6656 | pmoncrieffe@pipelinestudios.com

PipelineStudios.com



3 Attachments



D. The Note Tracker - The Note Tracker is an easy way to track notes from your key team members per First Draft - Polish Draft.

You create it in Google Sheets. Each of the key team members have a column where they note on the script by the line numbers provided in the document. You provide the different drafts on the bottom TABS for easy access.

To create a link for this document, you simply click the “Share” button on the top right of the screen.



Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link **can edit** ▼

Copy link

<https://docs.google.com/spreadsheets/d/1YOYQvvFnRW8Ztubgi1dJpOJ6Sj4uldzZL>

People

Enter names or email addresses...



Done

Advanced

Which leads to the next very important task for every script coordinator...

7. NOTE TRACKING

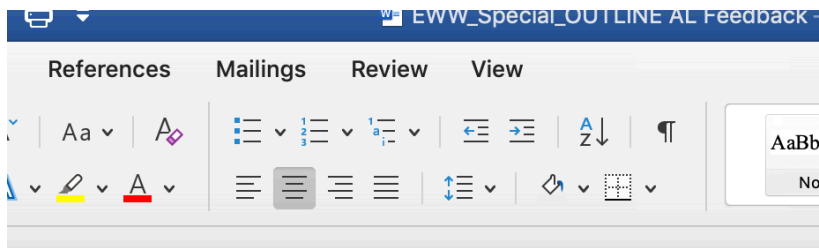
You will receive the notes on each draft (hopefully on time) from your key team members. Now, it's your job to consolidate all those notes and make them easy to read for the Story Editor and Writer.

You track each draft stage notes differently...

A. PREMISE - OUTLINE: You'll receive the Premise and Outline notes embedded into the Word Document (.doc) you distributed.

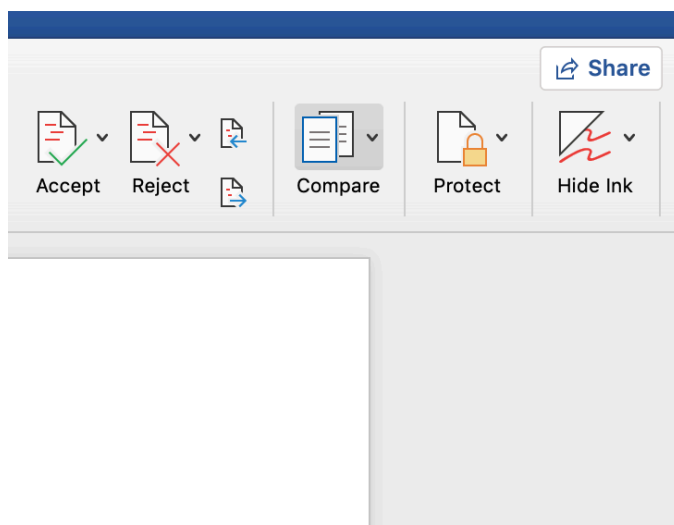
Each key team member will send you their notes separately. It's your duty to combine all the notes into one document. Please follow these easy steps...

1. Open up one of the note documents in Microsoft Word and click on the "Review" button.

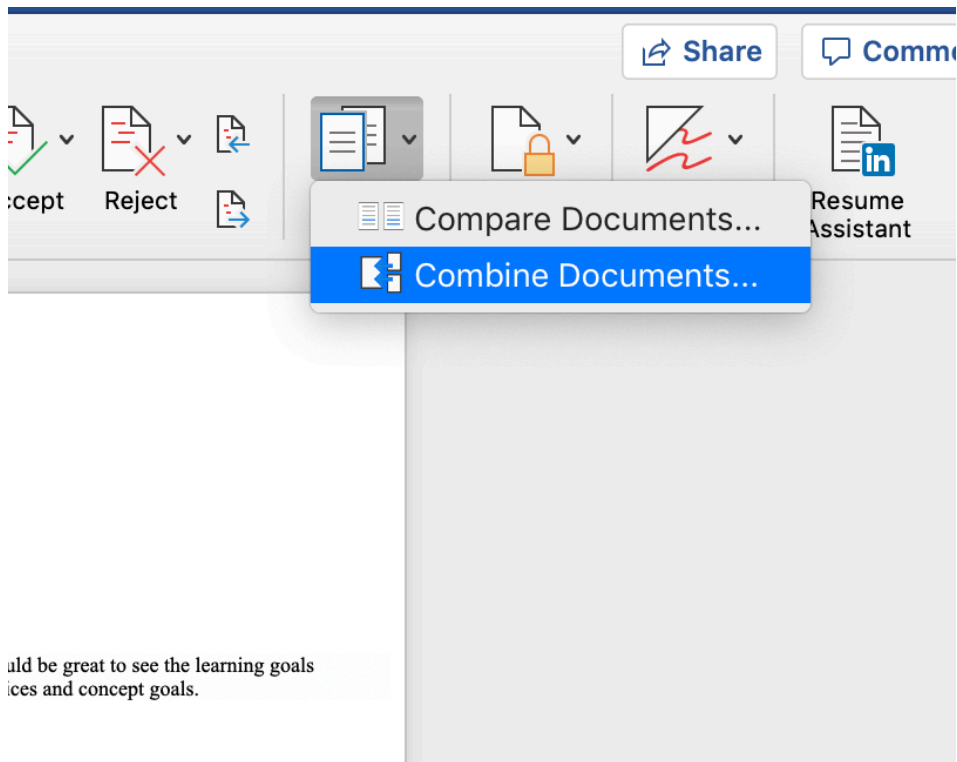


Elinor Wonders Why
 "A WONDERFUL JOURNEY"
 OUTLINE
 Jorge Cham, Katherine Sandford and Daniel Whiteson

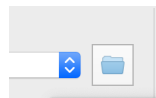
2. Then scroll over and click on "Compare"



3. Then you'll click on "Combine Documents"

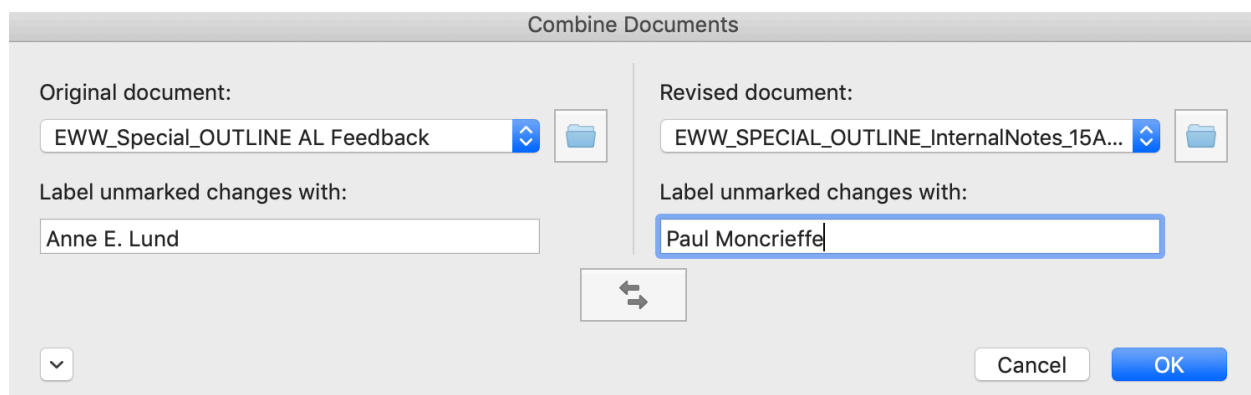


4. Using the blue



to combine. Then click "OK"

"arrows" simply find the two documents you want



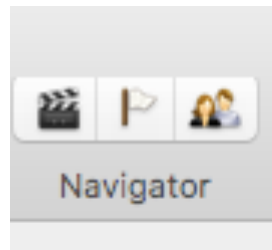
5. This **MERGES** the TWO documents showing both sets of NOTES. Simply **SAVE** the document.

NAMING CONVENTIONS:

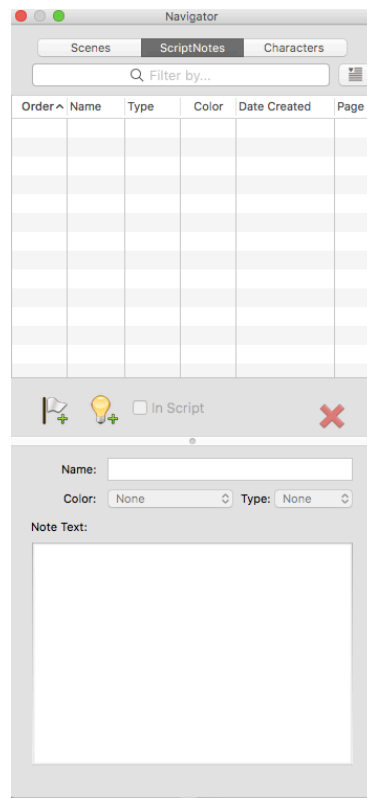
EW171_Rest is Best_Premise_AllNotes_18Feb20
 EW171_Rest is Best_Outline_AllNotes_05March20

B. FIRST DRAFT - POLISH DRAFT: You'll receive these notes in your trusty NOTE TRACKER (6.D.) It's your job to embed them into the Final Draft script (.fdx) for the Story Editor and Writer. Please follow these easy steps...

1. Open up the corresponding script in Final Draft and at the top right of the document click on the “Flag” button.



2. This will open up your “Navigator” tool.



3. Click on which line in the script you'd like to leave a comment. i.e. LINE 2.

```

1. EXT. SCHOOLYARD - DAY

It's a beautiful sunny day. The kids are at school, playing
outside during recess. The camera pans across kids playing
various games and stops at ELINOR and ARI, who are having a
thoughtful discussion.

1                ELINOR                1
                Hmm. What game should we play
                today?

2                ARI|                2
                We could toss a ball back and
                forth.

```

4. Then click on the



in your navigator to add a note.

5. You should see a little BLACK FLAG show up.

```

1. EXT. SCHOOLYARD - DAY

It's a beautiful sunny day. The kids are at school, playing
outside during recess. The camera pans across kids playing
various games and stops at ELINOR and ARI, who are having a
thoughtful discussion.

1                ELINOR                1
                Hmm. What game should we play
                today?

2                ARI|                2
                We could toss a ball back and
                forth.

3                ELINOR                3
                Nah. We did that yesterday.

```

6. Open up your corresponding NOTE TRACKER (6.D.) and Copy the corresponding NOTE...

Elinor Wonders Why - EWW171

Jorge & Daniel	
Overall Comments:	A fun first draft, kudos. Lots of charming moments. I think seeing it written out like this brings up two things that might be confusing a central message: - The subtle difference between "sleep" and "rest" kind of blurs the message and the story. We see that Olive didn't sleep, but then the kids get curious about resting. They made the jump from sleep to rest, but actually that's kind of the lesson they need to learn (that sleeping is how our bodies rest). I wonder how we can "pick one" and stick with it, in order to simplify the lesson and story. - There seem to be two mysteries: "Why do we sleep (or rest)?" And "Do all animals sleep (or rest)?" I think it's good to support the idea that sleep is important and normal in nature with the notion that lots of animals sleep/rest. But right now the two questions feel intertwined narratively, which makes things complicated. I wonder how we can simplify, or tease out the two, or bring one question more to the forefront and have the other support it, rather than complicate it. Specific suggestions below. Another top note is to do a pass for language, and make sure the kid dialogue sounds like it's coming from kids. Thanks for the good work!
1	
2	Suggest "We could play catch with a ball?"
3	
4	
5	Add "There's no snow." at the end
6	Suggest "Maybe we'll get lucky and get a spring snowstorm!" (then he looks up at the sky waiting)

7. Paste the NOTE into the Navigator's "Note Text:" and "Name:" who gave the note.



☒ In Script
 

Name:

Color:
 Type:

Note Text:

Suggest "We could play catch with a ball?"

8. Then give each NOTER a colour code.

1. EXT. SCHOOLYARD - DAY

It's a beautiful sunny day. The kids are at school, playing outside during recess. The camera pans across kids playing various games and stops at ELINOR and ARI, who are having a thoughtful discussion.

1 ELINOR 1
Hmm. What game should we play today?

2 ARI 2
We could toss a ball back and forth.

3 ELINOR 3
Nah. We did that yesterday.

4 ARI 4
Right. Oh, I know! We could have a snowball fight.

5 ELINOR 5
Ari, it's spring.

6 ARI 6
Maybe there will be a REALLY late snowstorm?

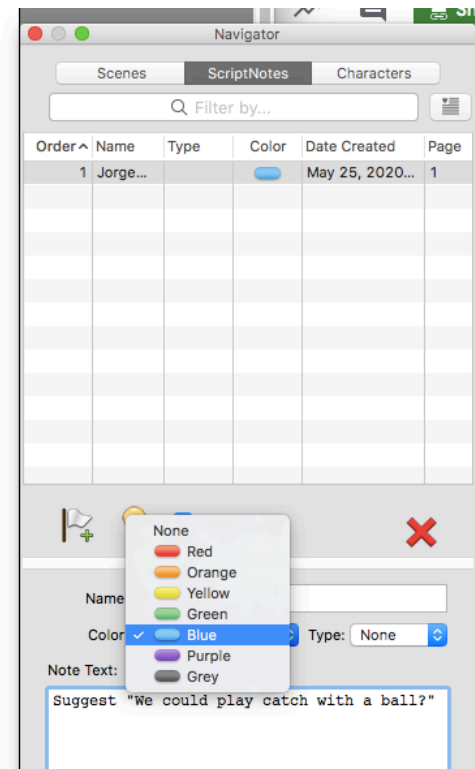
Ari and Elinor <SEX: GIGGLE>. Then a pair of butterflies fly past them, one chasing the other.

7 ARI (CONT'D) 7
Look at those butterflies go.

8 ELINOR 8
Hmm. Are you thinking what I'm thinking?

9 ELINOR/ARI 9
Let's play tag!

10 ARI 10



9. Repeat these steps until every NOTE is embedded into the script. Then SAVE.

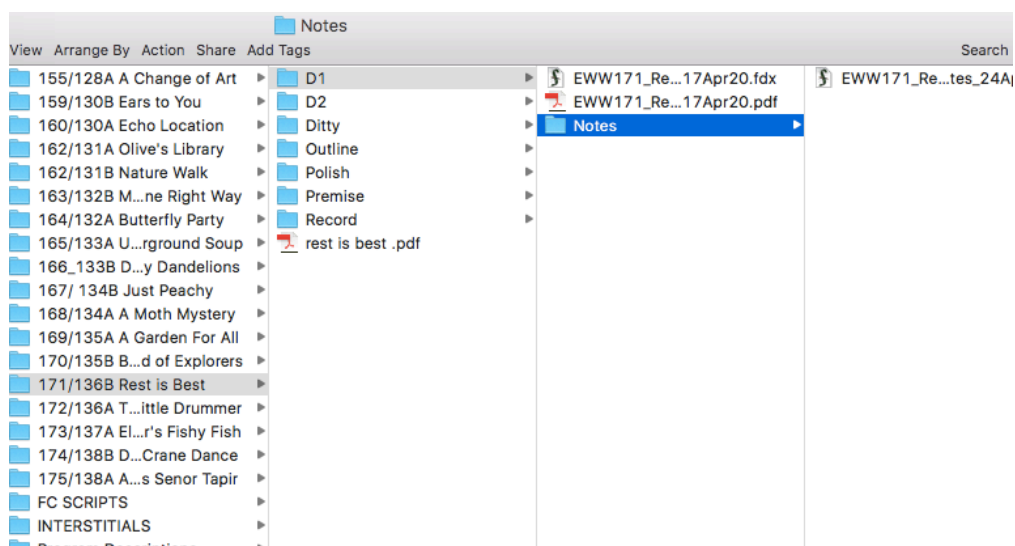
NAMING CONVENTIONS:

EWV171_Rest is Best_D1AllNotes_22March20

EWV171_Rest is Best_D2AllNotes_01May20

EWV171_Rest is Best_PolishAllNotes_12May20

C. STORING NOTES: Make sure to save your note docs on Pipeline's Server.



D. THE EMAIL: After all the notes are combined and stored properly. You email the notes to your Story Editor and issue the next **DRAFT DUE DATE**. Make sure this email is concise and the **DUE DATE** is clear.

1. PREMISE - OUTLINES: You attach the document (.doc) with combined embedded notes...

EWV171 "Rest is Best" Outline All Notes - D1 Due April 17th Inbox x



Paul Moncrieffe <pmoncrieffe@pipelinestudios.com>
to Katherine, Jorge, Daniel, Michael, Marissa, Steve ▾

Hi Kathy,

Attached are the EWW171 "Rest is Best" Outline All Notes.

D1 is due **Friday, April 17th**.

Thank you!



Paul Moncrieffe
Writer & Development Coordinator
M +1-289-808-6656 | pmoncrieffe@pipelinestudios.com
PipelineStudios.com
[f](#) [in](#) [t](#) [@](#)



2. FIRST DRAFT - POLISH DRAFT: You attach the script (.fdx) with embedded notes and the Note Tracker...

EWV171 "Rest is Best" D2 All Notes - POLISH Due May 13th



Paul Moncrieffe <pmoncrieffe@pipelinestudios.com>
to Katherine, Jorge, Daniel, Michael, Marissa, Steve ▾

Hi Kathy,

Attached are the EWW171 "Rest is Best" second draft all notes.

Polish is due **Wednesday, May 13th**.

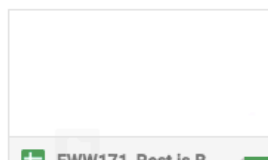
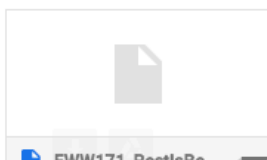
Thank you!

<https://docs.google.com/spreadsheets/d/1YOYQvvFnRW8Ztubgi1dJpOJ6Sj4uldzZLVpWXR3IL5A/edit?usp=sharing>



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2 Attachments



7. THE IMPORTANT MISCELLANEOUS

Every great script coordinator helps out the Story Editor and Production team as much as humanly possible. This leads to all sorts of important miscellaneous tasks...

A. STORY TRACKING: You must track all the stories in order for the team to tell new fresh stories. This includes tracking; titles, loglines, characters, curriculum, locations and every now and then main props. The best way to do this is in Google Sheets so it's available for the whole team to review...

Elinor Wonders Why Story Tracking ☆ 📁

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100% Normal text Calibri 10 B I U A

ngs you add to the document will ir here.



Story Tracking:

Episode:	Script Number:	Logline:	Question:	Story Lead:	Sec Chrs:	Setting:	Learning Goal(s):
101A The Town Picnic	101	Elinor and her friends help Mrs. Gorilla by figuring out how to make her ketchup less goopy, just in time to feed the hungry customers at the annual town picnic.	How can we make the ketchup flow?	Featured friend- Ari	Ranger Rabbit, Mrs. Gorilla, Alejandro Possum	Town Picnic	LS3a: Observe ways that animals and plants get what they need to live and grow. (How bees make honey from nectar) ND3: Understand that structures and materials in the natural world can be used or can inspire the engineering of structures with similar function in the designed world. (Goopiness of the honey inspires the solution to goopiness of the ketchup) SEP1a: Demonstrate curiosity about the greater world outside of their local environment. (Elinor is curious about the bee and how it makes honey) SEP3e: Design and build a solution to a

B. CHARACTER LIST AND DESCRIPTIONS: A great document for any writer to pick which character to write about. The best way to track this is on Google Sheets so everyone can be up to date.

EWV_Char Descriptions_March_2019 ☆ 📁

File Edit View Insert Format Data Tools Add-ons Help Last edit was on February 28

100% \$ % .0 .00 123 Calibri 11 B I U A

Precocious little bunny rabbit with seemingly boundless energy to explore and learn interesting things - Silly and is not afraid to voice her opinion.

ELINOR WONDERS WHY CHARACTER BREAKDOWN					
Character Count	Character Name	Animal Type	Relationship	Charateristics	
1	Elinor	Rabbit	Main Character	Precocious little bunny rabbit with seemingly boundless energy to explore and learn interesting things - Silly and is not afraid to voice her opinion. - Has a super power: the power of observation. - Catchphrases: "That is SO interesting!" "We need MORE observation" - She likes to charge ahead and is very excited to try things out. - She is a very positive character; but we only see one note from her, can we give Elinor some shortcomings? - Elinor could be very focused - She is unwilling to move on from things when she doesn't have the answer - She could ask too many questions - Would be good to have her having the problem Or we have to push her curiosity - We could leave her alone sometimes - See how she reacts to things on her own Or push her in new directions - Sometimes she comes off as very naive and other times more precocious very knowledgeable and mature. We like when she acts like a regular kid, which is relatable to the kids at home.	

C. PROGRAM DESCRIPTIONS: This document has the Titles, loglines, summaries (500 characters) and curriculum of each episode. It's mainly used by the broadcasters to track episodes and for marketing. The best way to make this available is on Google Sheets.

EWW1 PBS Program Descriptions ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was on March 9 Working...

100% \$ % .0 .00 123 Calibri 11 B I A

Season	Episodes	Episode Title	Log Line	Description (500 characters)
One	101a	The Town Picnic	Elinor and her friends help Ms. Llama by figuring out how to make her ketchup less goopy, just in time to feed the hungry customers at the annual town picnic.	It's time for the Animal Town picnic, but Ari is growing impatient waiting for Ms. Llama's famous ketchup won't come out of the bottle. Meanwhile, Elinor and her friends follow a bee to its hive and observe the process, where they discover that honey is goopier when it has less water in it. Using this new-found knowledge, they are inspired to solve Mrs. Gorilla's ketchup problem by adding water and making it less goopy, just in time to enjoy his delicious sandwich. Yum!
One	101b	The Amazing Expandable Clubhouse	Elinor and her friends run into trouble when so many kids join their club that there's no more room in the Clubhouse.	Elinor, Olive and Ari are happy to welcome new members to The Explorer's Club, but as more and more join, a big problem arises: their clubhouse isn't big enough to fit all the new Explorers! When the Clubhouse rolls down the hill, Elinor and her friends need to find a solution. After observing the process, they realize that a snail's shell expands as it grows, which gives them the idea to expand their Clubhouse, adding new sections to make it nice and spacious for all to play!

D. WGC TITLE TRACKER: You update this document every time a PREMISE gets GREENLIT by the Broadcaster and is ready to go to the OUTLINE STAGE. This document helps the WGC and Producers make contracts for the writers.

WGC Script Title Tracker ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was made 6 days ago by Angelica Lopez

100% \$ % .0 .00 123 Candara 18 B I A

Elinors Town - Script Titles & WGC

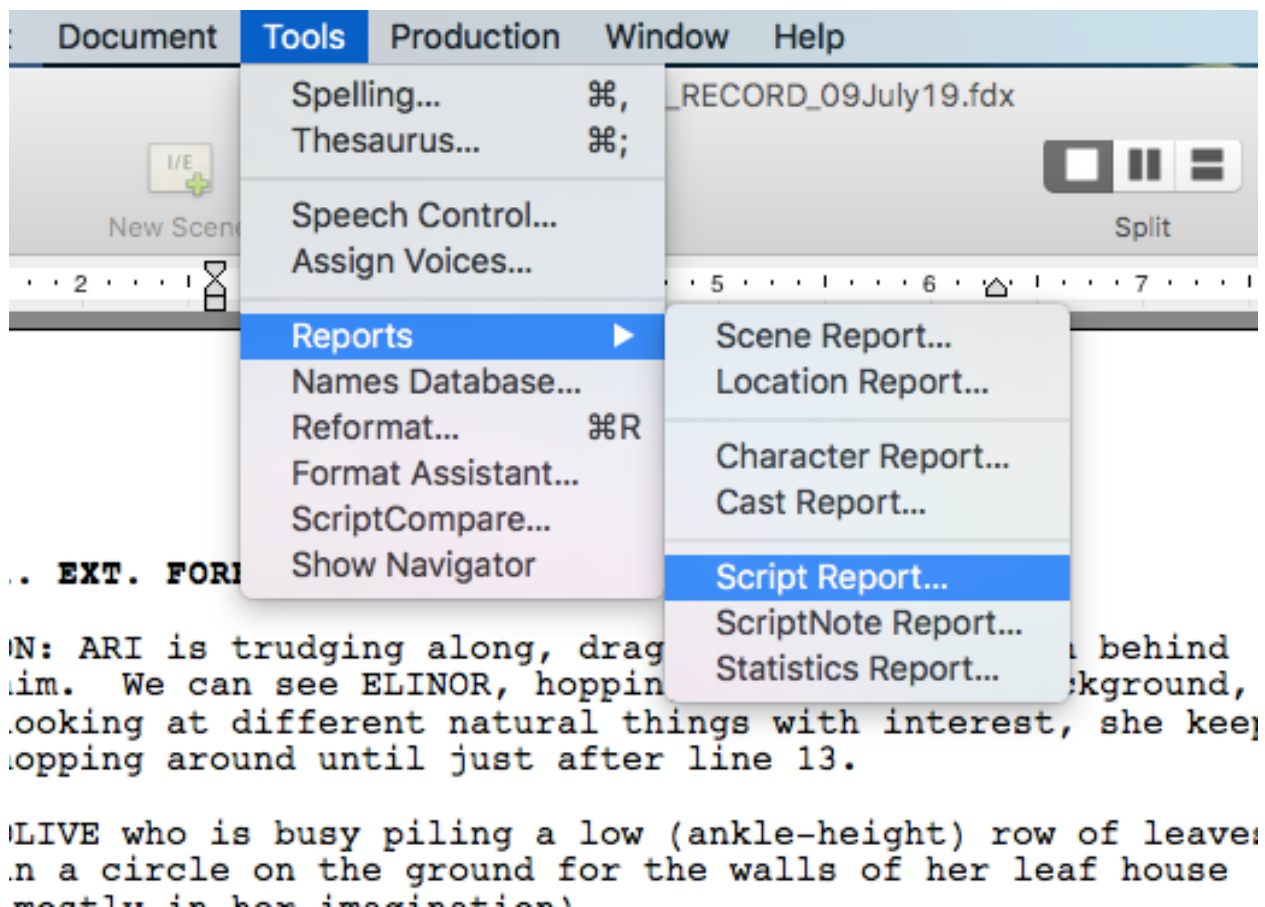
Prod'n Number	EPISODE NUMBER	Original Episode Title	New Episode Title	Written By	Change Occurred:	Outline Date	Request for Option Letter (	Option Letter In Progress	Sent to WGC (date)
	101b	The Town Picnic (2nd pilot episode)		Jorge Cham & Daniel Whiteson		n/a	n/a		
	101a	Expandable Clubhouse	The Amazing Expandable Clubhouse	Katherine Sandford	Outline	11-23-2018	11-28-2018	11-30-2018	12-18-2018
	102b	Owl Girl		Jorge Cham & Daniel Whiteson		11-21-2018	11-28-2018		02-27-2019
	102a	The Science of Staying Warm		Mik Perlus		11-27-2018	11-28-2018		12-18-2018
	103b	The Seed of an Idea (pilot episode)		Jorge Cham & Daniel Whiteson		n/a	n/a	n/a	
	103a	Hiding in Plain Sight		Tom Berger		11-30-2018	12-03-2018	12-05-2018	12-18-2018
	104a	The House that Ants Built		Adam Ruben		11-30-2018	12-03-2018	12-05-2018	12-18-2018
	104b	Special Places		Rachel Lipman		12-11-2018	12-11-2018		12-18-2018
	105b	Different Kinds of Plants	Look What I Can Do	Dave Dias	1st Draft	12-11-2018	12-11-2018		12-18-2018
	105a	The Tomato Drop		Karen Moonah		12-11-2018	12-11-2018		12-18-2018
	106a	The Lizard Lounge		Jorge Cham & Daniel Whiteson		12-12-2018	12-13-2018		02-27-2019
	106b	Feathers		Jorge Cham & Daniel Whiteson		12-14-2018	12-17-2018		02-27-2019
	107a	Bird Song		Jorge Cham & Daniel Whiteson		12-21-2018	12-21-2018		02-27-2019

E. FINE CUT SCRIPTS: This is the FINAL script stage to any production. It's made after the picture is LOCKED and is for the editor to create the Closed Captions. To complete this task you follow these simple steps...

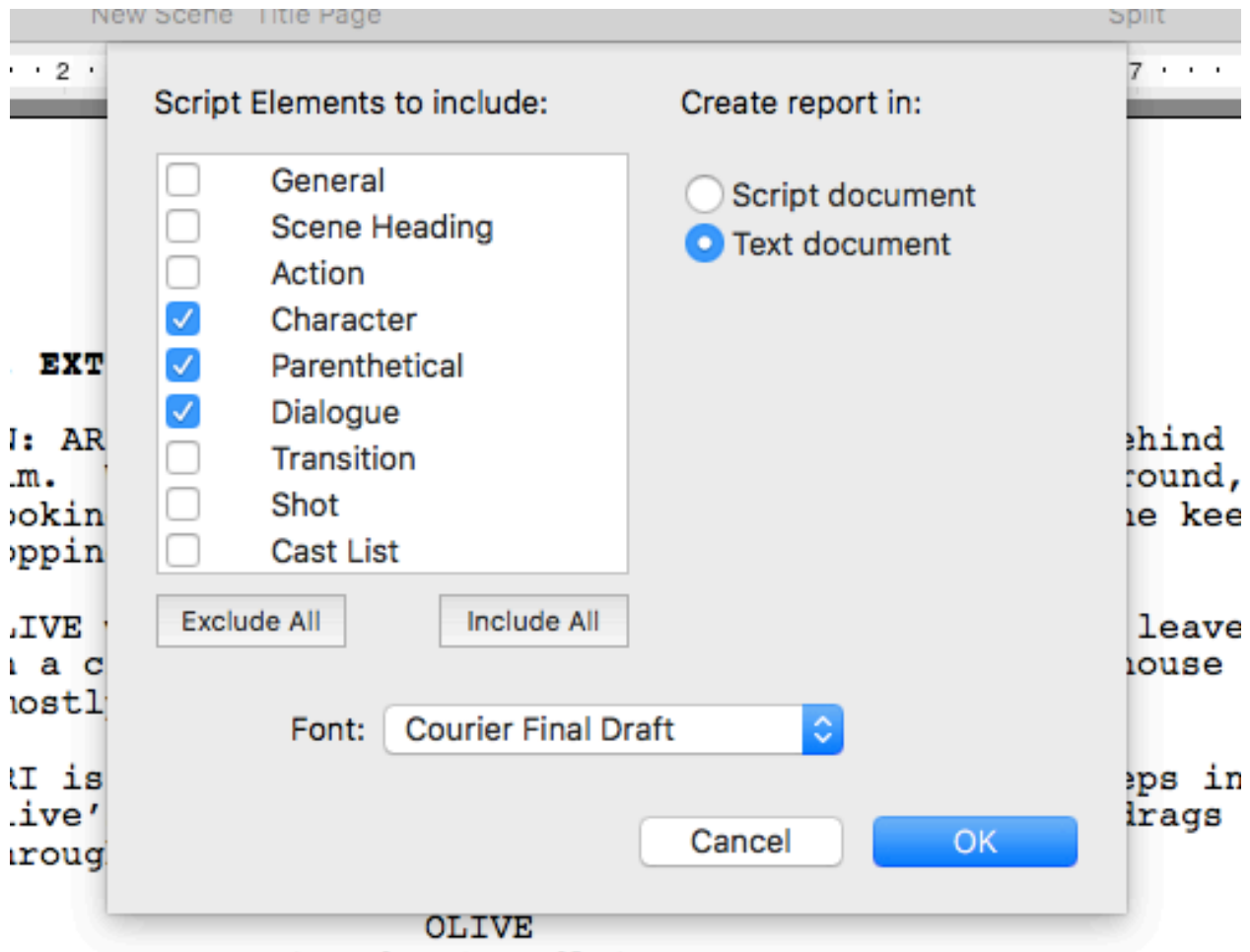
1. You should receive the FINAL MIX VIDEO FILE of the episode via email from your production staff or editor. It's a video file. You need this in order to HEAR the final dialogue recorded and picked for the episode.
2. You open the corresponding script's RECORD DRAFT to the episode in Final Draft (.fdx).
3. Click on "Tools"



4. Go to "Reports" and click on "Script Report..."

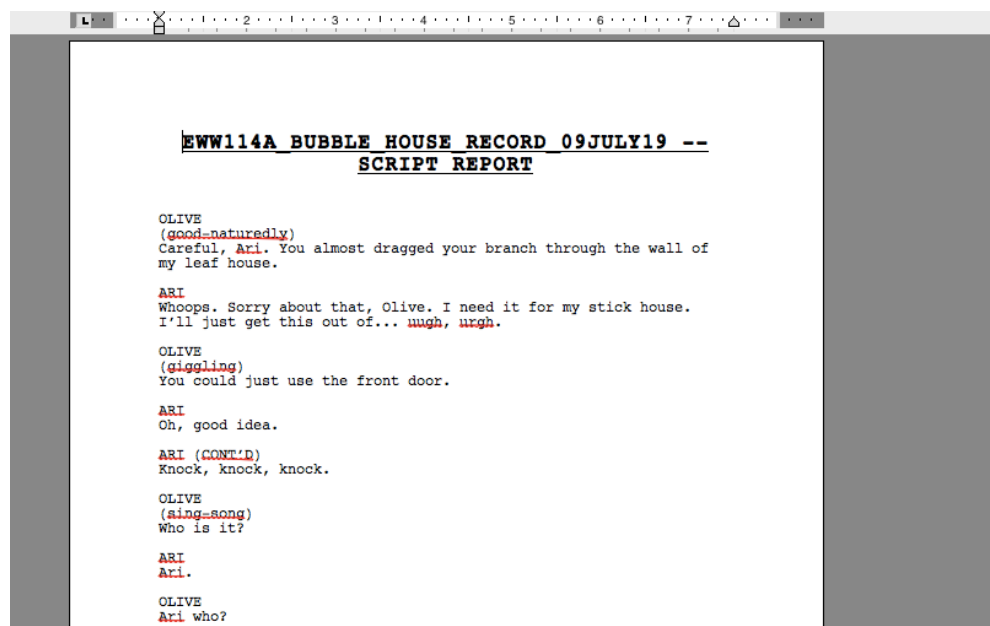


5. Make sure “Character” “Parenthetical” and “Dialogue” are checked and Create Report In: is checked “Text Document. The click “OK”

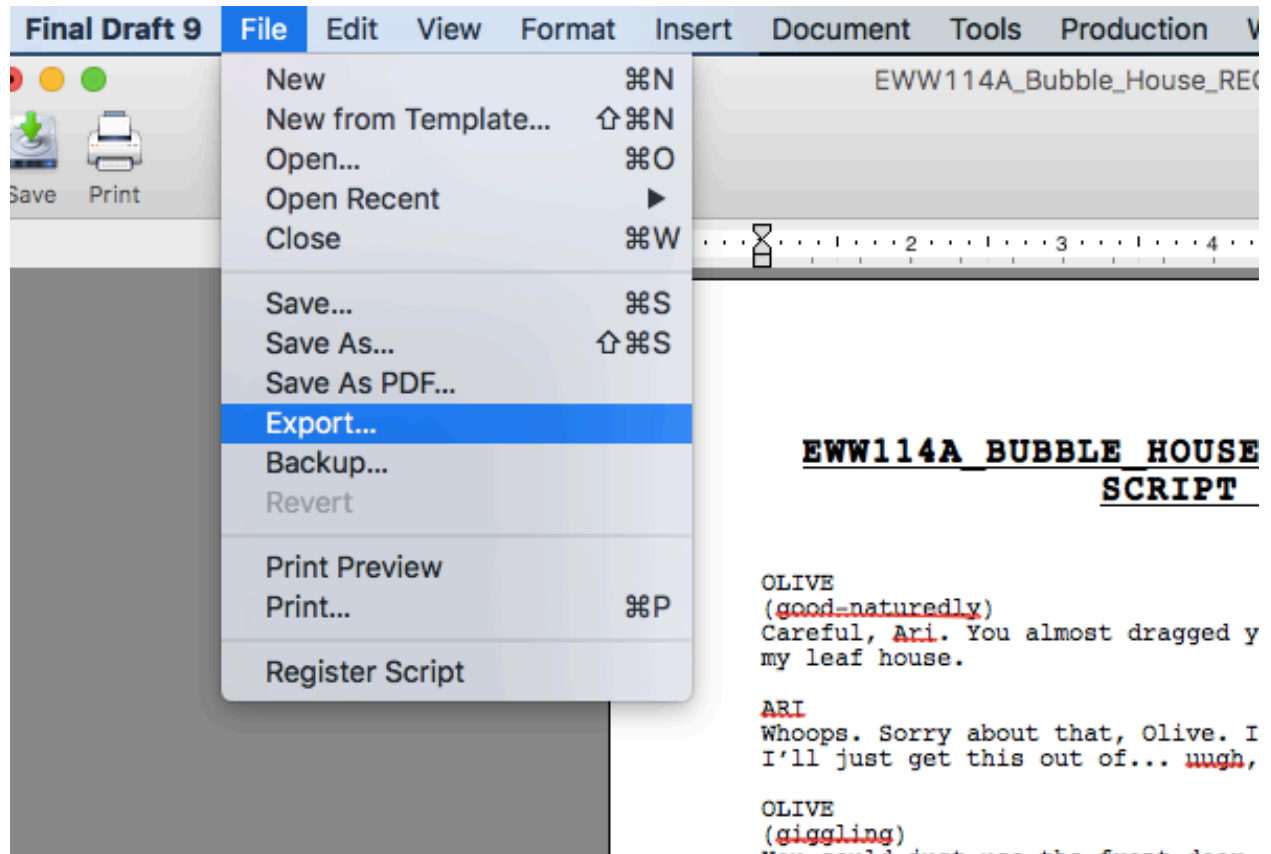


OLIVE
(good-naturedly)
Careful, Ari. You almost dragged
your branch through the wall of my

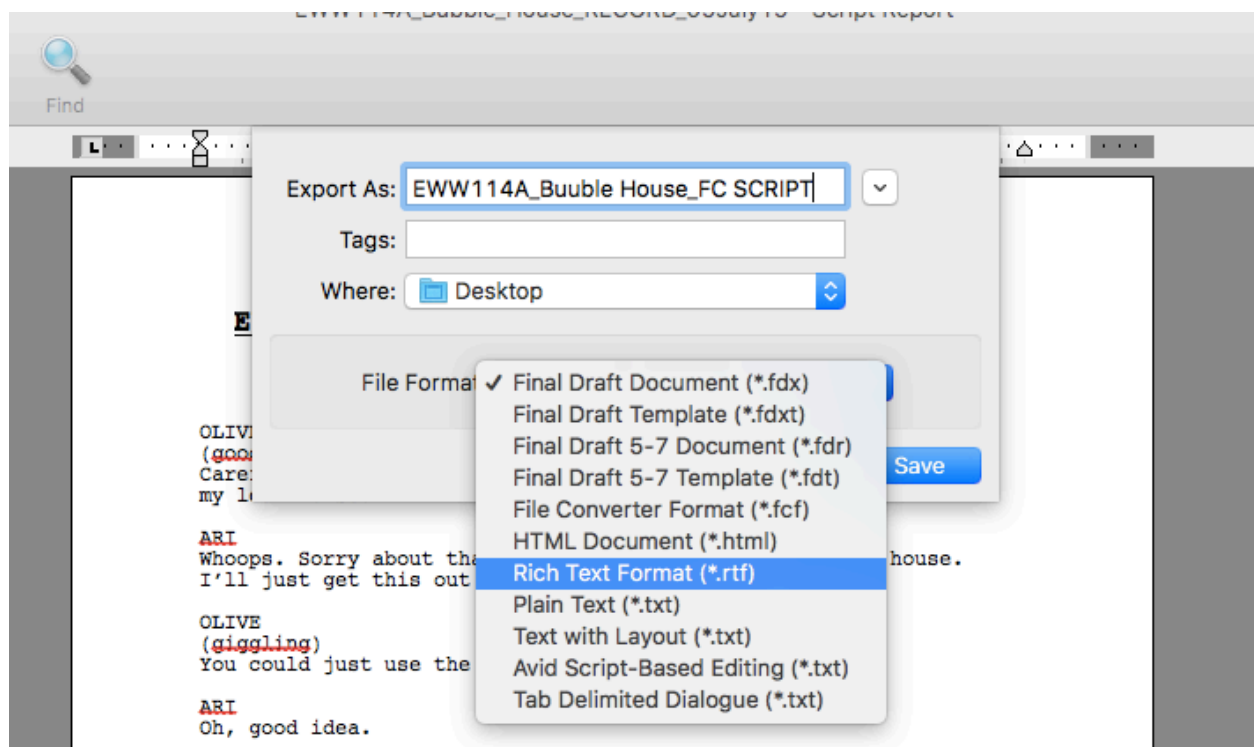
6. The script will look something like this:



7. Then click on “File” “Export...”



8. Name the Document with below Naming Convention and make sure you save it as a “Rich Text Format (.rtf)” and click “Save”



9. The document should look something like this.

EWV114A Bubble House RECORD 09July19 --
Script Report

OLIVE

(good-naturedly)

Careful, Ari. You almost dragged your branch through the wall of my leaf house.

ARI

Whoops. Sorry about that, Olive. I need it for my stick house. I'll just get this out of...
ugh, urch.

OLIVE

(giggling)

You could just use the front door.

ARI

Oh, good idea.

ARI (CONT'D)

Knock, knock, knock.

OLIVE

(sing-song)

Who is it?

ARI

Ari.

OLIVE

Ari who?

ARI

Ari sure it's me? Open the door and see.

OLIVE

(giggling)

Funnneee.

(making door sound)

Rrrr. Oh, hi, Ari! How nice to see you.

ARI

Nice to see you too, Olive. Would you mind if I dragged my branch through your leaf house?

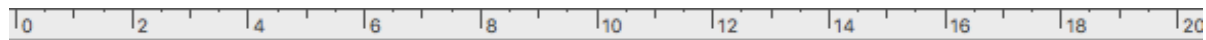
OLIVE

Not at all. Let me open the back door for you. Rrrrrr.

ARI

Love what you've done with the place.

10. It's your duty to follow the Video File given by the Production Staff or Editor and make sure the document matches the DIALOGUE exactly and in the same order. You must make are to put any sound effects in square brackets, i.e. [giggles]. The final FC SCRIPT document should look something like this....



EWV114A Bubble House FC SCRIPT

ELINOR: "Bubble House"

OLIVE: Oooh, careful, Ari. You almost dragged your branch through the wall of my leaf house.

ARI: Whoops. Sorry about that, Olive. I need it for my stick house. I'll just get this out of... uugh, urgh.

OLIVE: You could just use the front door.

ARI: Oh, good idea.

ARI: Knock, knock, knock.

OLIVE: Who is it?

ARI: Ari.

OLIVE: Ari who?

ARI: Ari sure it's me? Open the door and see.

OLIVE: [laughs] Good one. Rrrr. Oh, hi, Ari! How nice to see you.

ARI: Nice to see you too, Olive. Would you mind if I dragged my branch through your leaf house?

OLIVE: Not at all. Let me open the back door for you. Rrrrrr.

ARI: Love what you've done with the place.

OLIVE: Thanks. Stop by any time.

ARI: My stick house is gonna be AWESOME! Have you figured out what you're going to make your house with, Elinor?

ELINOR: No... I'm still not sure... I'll just have to keep exploring [giggle]. Huh? Wait, what's this?

ARI: What did you find?

ELINOR: Look! Bubbles...

OLIVE: Oooh! How did bubbles get on a tree?

ARI: Maybe the plant is washing its hands.

ELINOR: Or maybe it's taking a bubble bath?

KIDS: [gasp]

ARI: Did those bubbles just WIGGLE??

OLIVE: How can bubbles move on their own? They aren't alive, are they?

ELINOR: Hmm... We need MORE observations!

OLIVE: Dun dun dun!

ELINOR: Yes, let's use the magnifying glass.

ARI: [gasp] A BUG!

OLIVE: It was INSIDE the bubbles. That's what made them move.

ELINOR: That is SO INTERESTING!

ELINOR: Uh-oh, the bug's gone back in his bubbles. Bye-bye bug.

RANGER RABBIT: Hey kids! Who's ready for some snacks?

11. When finished simply SAVE and store on Pipeline's server as well as Banzai, and send it to your Production Team and Editor.

NAMING CONVENTION: EWW114A_Bubble House_FC SCRIPT

8. CONGRATUALTIONS

If you've successfully completed ALL these steps, you can now call yourself a great Script Coordinator. Happy Coordinating :)