AV script template (two-column)

The left column says what the viewer sees, and the right says what they hear. Keep both in step, beat by beat.

[Grey hints in square brackets are for you. The example row in grey italics shows how to fill in a beat. Overwrite it.]

How to use this template

1. Start from the approved outline or treatment. One beat is one idea.
2. Write the picture column first, shot by shot, in plain words: what is on screen and where.
3. Write the sound column against it: the narration line, any dialogue, the music cue and the sound effects.
4. Add rough timings. Read the narration aloud at a normal pace, and time it against the picture.
5. Mark each sync point, where a sound and a picture must line up exactly, such as a door closing or a tap on a screen.
6. Version the script, keep the version number on every page, and send it with the changes marked.

Script details

Production or client	*[Name of the production and the client]*
Version and date	*[For example v2, 4 November 2026]*
Director, editor and narrator	*[Who is responsible for each part]*
Target length	*[Length in seconds, for the whole piece]*

Beats

Keep the beat numbers fixed once the script is approved, so a change to one beat never renumbers the rest.

Beat	Time	Picture: what the viewer sees	Sound: narration, dialogue, music, effects	Sync point and notes
2	*00:08 to 00:14*	*A hand on the booking screen*	*Narration: "Pick a time." Tap sound on the word "Pick".*	*Sync point: the tap lands on the word. Cut to the screen on that word.*

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Beat	Time	Picture: what the viewer sees	Sound: narration, dialogue, music, effects	Sync point and notes

Common mistakes

- Writing the narration before the picture, so the words do not fit the beats.
- Leaving out the timings, which hides a length problem until the edit.
- Not marking sync points, so the editor has to guess.
- Music cues with no in and out points.
- Several versions in circulation with no version number.

Sign-off

Approved by the client	*[Name and date of approval]*
Changes since last version	*[List the beats that changed]*

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