As the director, your job is to create the prompt book for your group. This is essentially an actor’s script, but it contains notations for ALL of the cast, not just one person. To keep everything organized, my advice is to highlight each character’s lines and notations in a different color.

Here are the notations that need to appear in the prompt book:

- Where should the characters be positioned on stage? From where and to where are entrances and exits made? (Make sure you consider why.)
- In what tone of voice is the line spoken? (Make sure you consider why.)
- Where do you need vocal pauses? (Make sure you consider why.)
- How would the characters move here? (Make sure you consider why.)
- What facial expressions might accompany the delivery of this line? (Make sure you consider why.)

Things that don’t need to be written down, but kept in mind as you make decisions:

- What motivates these characters to say what they say? What does this look like on stage?
- Do the characters’ objectives change in this passage? If so, when and why? Or do only tactics change? What does this look like on stage?
- What obstacles stand in each character’s way? What happens when objectives meet obstacles? What does this look like on stage?