

The Ultimate Screenplay Submission Checklist

CELTx

Story Pass

- ☐ Goal, stakes, and central conflict are clear.
- ☐ Beginning, midpoint, climax, and ending land.
- ☐ Major characters all serve the story.
- ☐ Ending pays off plot and emotion.

Formatting

- ☐ Title page follows submission rules.
- ☐ Scene headings, action, dialogue, and page numbers are consistent.
- ☐ Character names are consistent throughout.
- ☐ Page count fits the brief.

Dialogue & Proofread

- ☐ Dialogue has been read aloud.
- ☐ Typos, missing words, and old notes are removed.
- ☐ Scene headings match location/time of day.
- ☐ No leftover names/details from older drafts.

Rights & Records

- ☐ Registration options reviewed, if needed.
- ☐ Draft dates and collaborators recorded.
- ☐ Submission history tracker started.

PDF Export

- ☐ Script exported as a clean PDF.
- ☐ PDF opens correctly from start to finish.
- ☐ File name is clear and professional.
- ☐ Blind submission rules followed, if required.

Supporting Materials

- ☐ Logline is current and concise.
- ☐ Synopsis includes the ending, unless told otherwise.
- ☐ Bio, statement, treatment, or pitch materials are ready if requested.
- ☐ Only required materials are included.

Before You Hit Send

- ☐ Instructions, deadline, and time zone checked.
- ☐ Correct file attached or uploaded.
- ☐ Email/cover note is brief and typo-free.
- ☐ Submission logged with date, draft, and recipient.