CHECKLIST
For Every Scene

Summarize: Write a brief summary of your goals for the scene. What things need to happen to move your story forward and reveal what you need to reveal.

Scene Openings: In the first paragraph or so, we need to:

Who (who's the POV character in this scene)	
Where (setting)	
When* (day/night)	

*worry about this only if it matters
*show time period at the beginning if it's not present day
*show if you jump time to another day, etc.

Who's With Us (who else is in the scene - show the visual right away so people you meant to be there don't just "pop" in later)	

First Line: Go back after you've written the scene and try to put it in (or move up) a first line that hooks readers.

Credit to Lori Freeland

Scene Middles: Layer every scene. (Check if you have them all - even if its just a hint)

Dialogue (what people say)	
Internal Thought (what the POV character thinks)	
Setting (Five senses: sight, sound, smell, feel, taste)	
Action (what people do)	
Feelings (visceral body reactions for the POV character)	
Subtext*	

*voice cues (the way a person speaks)
*body language
*facial expressions
*word choice (soft words vs. hard words to set a mood, etc.)
"what people deliberately don't say or keep out

Credit to Lori Freeland

Scene Endings: Don't wrap up the scene. Leave us hanging with a hook to turn the page. Last lines are as important as first lines.

Introducing People & Places: Give us the most information the first time we meet people and see places so we can begin to build a visual and set a mood. Describe them the way you want us to perceive them.

Clarity Check: Is what you imagine in your head actually written on the page? We can't "see" what you don't "show".

Credit to Lori Freeland