

# Props

1. Preshow
  - a. Keep a list of all the props you need and that you have found/ purchased/ borrowed.
  - b. The Theater and Dance Department often generously permits Powder and Wig to use props in their storage room off the Cellar, however you must check with John Ervin that the props you want to borrow are available.
  - c. If any props are leaving Runnals, you must take pictures of said props and email them to John Ervin so he has a record of them.
  - d. Have a prepared prop plot which includes a description of the prop, the page of the script in which it is located, where the prop was found, and other relevant information about the prop.
2. Tech Week and During Show
  - a. Prepare a prop table with masking tape outlines for all of the props and clearly mark which prop goes in which place.
  - b. Following each tech rehearsal and performance, check that all props are properly stored or make sure that either the SM or ASM is instructed to complete this task.
3. Strike
  - a. Return all the props to the location where they were acquired according to the prop plot.
    - i. If a new prop was created or purchased, discuss what to do with the prop with the director and the President of P&W. If it is to be donated to the department's collection, double check with John Ervin about where to place it and if the department wants it.
    - ii. When returning props to the T&D props room, make sure everything is exactly as you found it.
      1. Chairs must be organized so one might crawl between them all the way back towards the locked props room, and all aisles must be clear.