

POLICY NUMBER: 6.9.5	DATE ADOPTED: Draft Sept/15
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Properties	

Properties

Properties, sometimes known as “hand props” are those items used in a play that an actor carries on or picks up. Items used as set dressing normally fall in the Set Décor department. Obviously there will be some overlap and the Props head will have to be in communication with Set Décor to avoid duplication of effort. (For example, it would be silly to have a set of drinking glasses where the Props head acquires only the one picked up by the actor.) Props assist in determining the setting, mood and time period of the play. They also provide “business” for the actors to do that adds realism to the story.

The Props head is responsible to the Director and must work cooperatively with the Set Designer and the Costume head to ensure the total artistic vision is achieved.

Responsibilities include the collection, preparation and/or manufacture of all props.

Planning

1. Read the script thoroughly and research the appropriate period (confirm this with the Director...sometimes they get creative).
2. Meet with the Director, Costume head and the Set Décor head and make a list of all items required.
3. *Confirm your budget.* If the budget is inadequate consult with the Producer before exceeding it. Check theatre stock before purchasing.
4. For each purchase, complete the *Production Expense* form provided by the Producer. Do this even if you have charged the item to the Theatre account so there is a paper trail for every expense.
5. Note any deadlines for assembling props.
6. If desired or needed, contact the Coordinator of Volunteers to get names of people who may assist you.
7. Contact volunteers and confirm times with them.

Working

1. Attend production meetings as required.
2. Make a list to indicate which actor uses which item, referencing the page number in the script.
3. Start locating items early and make arrangements for their loan, rental or purchase. Keep a detailed list describing each item, its status (bought, rented, loaned),

where/how it is to be picked up and later returned, and where it is being stored in the meantime (especially if its decided not to use the item).

4. Arrange a call out to theatre volunteers for any difficult to find items.
5. Provide stand in props as soon as possible for use during rehearsals, and return these when no longer needed.
6. Ensure that actors or crew advise you if they bring any props on stage, so they can be returned accordingly.
7. Communicate with those in charge of Set Décor and Costumes as often as is needed to ensure that there is no overlap of items and that nothing is being overlooked.
8. Obtain producer's approval if you need to go over your budget.
9. Touch base regularly with the Director. Be prepared to replace or alter any item that is not considered suitable. The artistic process is fluid and directors may change their minds as things evolve. This is part of the process.
10. If a business makes a major contribution, discuss with the producer whether it might be offered an "in-kind sponsorship", and if so, which level of sponsorship. For less major loans or contributions, an individual or a business might be given one or two complimentary tickets.
11. In cooperation with the stage manager, list which props are to be pre-set before curtain or act/scene.
12. Work with the SM to determine where and how props should be placed backstage and on props tables.
13. In consultation with the Director and Stage Manager, determine which rehearsals you should attend.
14. For the programme, provide the Producer with the names of all your volunteers, plus any acknowledgements you may need to make.
15. Be present for technical rehearsals and make any necessary adjustments.
16. Take good care of all borrowed items (e.g. antiques should be covered after each rehearsal or performance).

Performance

Ascertain if you need to be at all performances to set props both before and during the show. Depending on the number of props and whether or not there is an ASM, you may or may not need to be present for all shows in the run.

Strike

1. Arrange for the return of all borrowed items.
2. Store all theatre owned items.
3. Ensure that every crew member who has worked on props receives a personal thank you for their contribution.

4. Give Thank You cards to all businesses and individuals outside of the Theatre who lent a prop. Find out from the producer if there are cards specific to the show. If not, purchase the required number of Thank You cards.

Festival Shows

If the play will be going on to a festival you will need to work with the Stage Manager and Producer to ensure that all props are kept organized and safely stored for travel.