

Prop Shop Policies

Stock

Care of all props, including but not limited to: hand props, furniture, set dressing, floor coverings, snow, scenic lighting, food, smoking consumables, bodily fluids, guns, swords, and various show weaponry should fall under the auspices of the prop shop.

Our stock consists of 5 areas. Small hand props in the prop shop downstairs; the fabric storage room also downstairs (shared with costumes); the firearms armory downstairs; larger hand props, floral, and bedding located at the annex; and furniture located at the warehouse.

Props within stock are to be used as is and any alteration of said props should be discussed with the designer and Prop Supervisor prior to alteration.

Stock should be viewed as one means from which to fulfill your prop list. The purpose of our stock is to help fill your list of items quickly and not a place to scavenge, alter, or change items to fit your needs. We have a budget to help purchase and find those items not in our stock.

Stock should be left better than when you found it. Organization and cleanliness is priority.

The Prop Shop will not be supporting any productions outside the scope of the regularly scheduled produced departmental season.

The prop shop, its tools and materials are under the control of the Prop Supervisor and all procurement requests should go through the Prop Supervisor.

Rehearsal Props

Consumables will not be given until the first tech of the show. Firearms, Swords, and Knives must only be given in rehearsals under the guidance of the stage combat director and weapons master for show.

Furniture will not be given to rehearsals unless the piece is extremely important to the action, and then it will only be given upon request to and authorization from the Prop Supervisor and must be picked up and returned to the shop as needed.

Rehearsal props will be replaced with show props as soon as those items are finished and ready for rehearsal.

All props must be kept under locked storage and within road boxes (if possible) at all times. If the items do not fit the road box, other considerations for lockup should be made.

The Prop Supervisor will pull rehearsal props for some shows if those rehearsals begin prior to the graduate Prop Master starting on the show.

All rehearsal requests for props prior to the show starting in the shop will be monitored by the Prop Supervisor. Compliance with requests will be at the earliest convenience of the Prop Supervisor and is dictated by the schedule of the show in current production, classes, and availability of prop request

Expectations of the Prop Master

Prop masters will update lists from rehearsal requests and maintain an updated copy of this list on IUbox folder.

All rehearsal reports, notes, and conversations concerning props should be cc'd to the Prop Supervisor. DO NOT have back channel conversations about props. ALL conversations on props should include stage managers, designers and prop supervisors.

Prop Masters will be scheduling a prop check in early in the week prior to first tech. The invitation to review all show props will extend to the director, stage manager, choreographer, tech director, and Prop Supervisor. Anyone of these persons may attend... however the stage manager must attend.

Prop Masters will review all tracking, running, and pre-set lists with the Prop Supervisors no later than the Wednesday prior to first tech.

Prop masters will attend at least one run through prior to tech.

The Prop Master will attend all techs until preview.

Prop notes from tech should be emailed to the Designer, Prop Supervisor, Tech Director, and Scene Shop Supervisor.

Prop masters will be referring to all props by a numbered system and will ask that stage management follow the same system for both original and added props to a list.

Constructed props should find an area to work within the scene shop construction area

Small props can be built downstairs in the prop shop or in the "Molding and Casting" area

Please use project boxes to contain your prop projects while they are in progress. And feel free to label the boxes with the prop name as well.

Props will do their own wiring/ electronics work.

Props will do their own sewing work.

Props will do their own painting work (unless designer specifies otherwise)

Prop Masters must also monitor the spray booth along with the Scenic Charge and make sure it is clean and items are put away each day.

Prop Masters are the "keepers" of the prop list. All additions and deletions to the prop list should happen by the prop master and not the stage manager. (Stage managers may only make requests)

Large Furniture items brought from the warehouse or bought should live on the elevator in the scene shop or backstage (if space allows and is out of the way of the show build)

Consumables should always be the last thing bought for the show. These items should be individually wrapped/contained and instructions on distribution should be given to Stage Management.

Large quantities of any hardware, material, paint etc.. should be bought by the prop shop and not “shared” from other people’s stock.

Receipts should be entered on a daily or every other day basis.

Weapons should be asked for early. These should be always under double locked situations.

All new furniture should be photographed and measured and entered into the database

Prop Boxes should always be labeled and updated as needed.

When a show moves to the theater for first rehearsal on stage, make sure the stage manager has moved the prop rehearsal road box down the night prior.

All Prep of Consumables, Any SPFX, or other special props must have instructions printed out for stage management.

The Prop Master should meet up with and go through all paper-work with the stage manager running crew backstage and the student run crew. The Prop Master and Stage Manager should walk the crew around together to show them the backstage set-up. Etc.

All props should be returned to their proper storage locations at or after strike.

- Furniture will need to be gathered together and await a return to the warehouse
- Furniture should be tagged and databased (if it hasn’t been prior)
- Assembled props (unless it’s to be kept whole) should be unassembled and returned to their proper individual parts areas

Any questions on if we are keeping a prop should be answered by Supervisor.

Weaponry

Bladed weaponry for the class room should be within the scope of the fight/movement faculty.

Safety training of personnel both onstage and backstage; those cleaning and maintaining the weapons; and those responsible for handling the weapon backstage should be trained by the prop supervisor and trained prop personnel.

On-stage use of the weapon with regards to how the weapon is brandished, acted, and/or fought with, within a scene, should fall under the purview of the fight choreographer and/or movement instructor.

All weapons for the stage will be provided by the prop shop and will follow strict protocol with stage management to follow Equity rules regarding weaponry.

All weapons will follow State, County, City, and University regulations on owning and storing weaponry.

Complete safety training procedures will be implemented upon the decision to use a weapon on stage.

Safety training programs will be provided by both the Prop Supervisor and the Fight/Movement Faculty.

Dedicated rehearsal time is to be provided for a review of the safety of the staging of weapon use.

Dedicated safety training time outside of rehearsal shall be provided to all actors, weapon masters, stage managers, and support teams involved in using a weapon.