

Appendix Q:
Properties Master Checklist
Organization and Communication are the Keys

General

The Properties Master is responsible for building, making, or acquiring all props and prop material. The “Prop” Master also supervises their prop crew and leads in the organization of all props used in a given production. The Properties Master serves as part of the collaborative team made up of the Director, Designers, and production crews. This team is led by the Director who strives to create a unified product for performance.

Before First Design Meeting

- Read the play multiple times.
- Make note of every prop that will be needed for the production.
- Come up with ideas on how to build, make, or acquire all props.

First Design Meeting

- Observe and take notes on the Director’s Concept or Approach.
- Present initial properties concept or ideas related to the Director’s Approach.
- Meet with Set Designer to talk about ideas and make sure set and props will work well together.
- Go over production calendar with production team.
- Receive budget information for props.

After Auditions

- Coordinate with Technical Director (TD) about individuals assigned to your production crew.
- Organize all paper work and materials received.
- Meet with props crew.

Prior to First Production Meeting

- Gather any information from the first design meeting to disseminate to your crew.
- Create an itemized budget (based on allotted budget) with crew.
- Finalize prop schedule (with dates) and present to TD.
- Meet with props crew to discuss calendar and budget.
- Create prop list/tracking sheet.
- Complete any needed drawings or paper work needed and give them to crew.

First Production Meeting

- Take notes.
- Be prepared to present timelines and plans for the week.

Production Period/Prior to Load-In

- Note on the production calendar when prop lists, rehearsal props and performance props are due. All responsibilities are due on or before these dates.
- Fill out credit card request form and give it to a faculty member to help you order or purchase props. Please make sure amounts match exactly what you will need by including shipping, handling, and (occasionally) tax charges (though usually we are tax exempt).
- Receipts and packing slips should be handled by or given to the faculty or staff supervisor whose job it is then to record these with the Department Chair.
- Prioritize prop list and purchase/make the most difficult first.
- Meet with Scenic Designer and TD with any issues or questions you may have.
- Coordinate with the TD to plan the workday schedule.
- All internet orders need to be completed on or before scheduled workdays.
- Check rehearsal report daily and address any issues that pertain to props immediately.
- Schedule paper tech with production crew.

Prior to Technical Rehearsals

- Create a prop table that is sectioned off and labeled.
- Finalize completed prop list and prop tracking sheet with Stage Manager (SM) /Assistant Stage Manager (ASM).
- Attend paper tech with production crew.
- Coordinate with crew to make sure everyone is ready for Technical Rehearsals.
- ALL issues regarding props MUST be completed prior to Technical Rehearsal.

Technical Rehearsals

- Attend all technical rehearsals.
- Note any changes that need to be made during tech rehearsals to improve the process.
- Note any changes made by the Director or based on an Actor issue during the process.
- Be easily accessible for any questions or help with issues throughout the process.
- Address Director's concerns before the end of tech.

Dress/Performance

- Plan to attend any Q&A events.
- Check in with SM/ASM after every performance for issues to be addressed before the next show.
- Check in with the director.

Strike

- The TD will organize and supervise strike.
- Make repairs on any broken or worn props if easy to do.
- Return all props to their proper place in storage. (Rentals to be returned with proper paperwork).
- Remove any tape or labeling from prop table and return table.
- Make sure to clean and organize prop storage and backstage areas.
- Check with TD to help in other areas.
- Do not leave strike unless released by the TD or SM.