

The Strollers

Community Theatre Since 1932

Props Chairperson 2014 - 2015

GUIDELINES

1. All bills go to the Producer. Use tax exempt form for all purchases. Consult with Producer for budget and before buying any single item which costs more than \$100.
2. Attend production meeting, adhere to budget, attend initial read-through. Review prop list from script and check with director regarding needs.
3. Prepare prop list. Assemble working props (do-fors) for rehearsal as soon as possible.
4. Coordinate with Tech Chair and Director regarding any special effects (xfes).
5. Gather require props – noting where they came from. These are taken from prop closet, built, borrowed, bought, or rented. This may include furniture, etc. for dressing set. Consult with Set Designer.
6. Attend final three weeks of rehearsals or arrange substitute. Organize prop closet/table as needed backstage. Chart prop needs and movements for posing backstage.
7. Prepare any edible props.
8. Line up assistance, as needed, to run props for all dress rehearsals and performances.
9. Attend Set-up Saturday to see that set and all props are ready. Do any last minute repairs.
10. Before dress rehearsals and performances and prior to House being opened, see that set is ready and all props are in their proper places. Check with cast members to see if all personal props are in proper preset positions. Take responsibility for all repairs and replacements necessary during the run of the show.
11. After final performance and/or strike, strike all props and return them to prop room or owners.