



## PROPERTIES

(as of June 2019)

### PROPERTIES/PROPS MANAGER (PM)

#### Definitions:

- Properties or props are anything handled by an actor. How this is interpreted may vary in each production. It is important for the PM to work closely with the director and designers to determine what falls into their area of responsibility.
- Personal props are carried on stage by an actor.
- Some props are preset on stage.
- Working props are used in early rehearsals.

#### Responsibilities:

- Attend meet and greet to explain roles and responsibilities for handling props. Actors are responsible for taking of their personal props. Problems should be reported to the SM.
- Consult with the director and stage manager as to who/how/when props will be managed during rehearsals and the performances.

#### Creating the props list:

- Read script to be familiar with what, how, when and by whom the props are used. Do not rely on the props list at the back of the play.
- Consult with designers (set, décor, costumes) to establish responsibility.
- Consult with director and stage manager to establish list.
- Create a draft list of props: hand prop, special effects; set prop etc.
- List which props may be needed to restock or repair; Expendable, perishable props.

Work with SM to create a props tracking list, spread sheet...

- who, when (act, scene)
- if preset on stage, where?
- how props to be used (props table where? personal props).
- Check St. Luke's Players props available.
- Identify props to be constructed/adapted (set builders can help).
- Props that will be borrowed, rented, or bought.
- Check with cast/crew if they can provide props.
- Scout other companies' props stores.



- Keep receipts; budget extensions must be given to the producer.
- Discuss purchase of large items greater than 50% of the budget.
- Collect working props for rehearsals.

**During rehearsals:**

- Confer with director re rehearsal schedule and establish when working props are needed.
- Set up props table: cover a table with butcher paper and draw the shapes of the props on it. Write the prop description and the name of the character; the act and the scene when it will be used.
- Watch rehearsals and make notes how actors use props.
- Communicate with directors and SM when finished props are needed.
- Consult and finalize prop sheet; copies to the director and SM.
- Note if props need adjustment between scenes.
- Store and secure all props after rehearsals.

**During the performance:** (The stage manager is in charge)

- Be prepared to work backstage during performances; if assistants are needed, train them. Work with SM and ASM.
- Purchase food items; Be aware of prep (food) needed before performance.
- Prepare food.
- Props may need to be moved or altered.
- Confer with SM and ASM re props table; setting props .
- Check with actors re personal props.
- Test all practical props, guns, lamps, clocks, etc.
- Oversee backstage activity.
- Check daily with SM.
- Strike all valuable props. Using checklist ensure nothing missing. Check for wear and tear. Turn off battery operated items.



**After the performance (Strike)**

- Clean and store all St. Luke's Players' props.
- Return all rented or borrowed props.
- Dispose of all unwanted items
- Clean fridge (extra food may be useful for the church).

**Post-Production Meeting**

- Attend and give feedback to help future productions.

**Tips:**

- Be sure to check our own treasure trove.
- Circulate need to cast, crew, friends and family.
- Many businesses are happy to loan or donate props when they are told they will get credit in our program.
- Seniors get a discount at stores.

**Food props are a sticky problem:**

- Some food props may not be eaten and may be faked so that freshness and supply are not a problem.
- Any use of food should be simple and uncomplicated.
- If food props are to be consumed and must be prepared before each show, do a practice run before the first practice rehearsal to establish how long the prep takes, how long the prop remains looking good and how much of the food is needed.
- Some food props can be made in bulk and stored in the fridge/freezer downstairs.
- Be aware that much food on a plate will not be seen by the audience.
- Tea, juices and water are good alcohol look alike.
- Avoid foods that will dry or tickle an actor's mouth, make a mess of costumes, set or fingers.
- Glass or plastic ice cubes are available.
- Dishes need to go in the sanitizer.

**Costumes are not props. Usually the following are not considered props:**

- Handbags, scarves, hats, glasses, hankies, hats