

# PROPS MASTER JOB RESPONSIBILITIES



**SAMPLE PAGE**

The props master is responsible for identifying, locating, building, buying, renting, leasing, and returning all set furniture, dressings, and props needed for a production. Props include set furniture, set dressings, rim props, set props, hand props, personal props, and greens. The following is a list of specific items which need to be done and a time-frame for accomplishing your tasks.

## BEFORE REHEARSALS BEGIN

BEGUN    DONE

- \_\_\_\_\_    \_\_\_\_\_    Read the play.
- \_\_\_\_\_    \_\_\_\_\_    Meet with the director to confer about the furniture and props. (The director may wish to change, add, or delete some furniture or props.)
- \_\_\_\_\_    \_\_\_\_\_    Make a list of all set pieces (furniture) and every prop needed. List hand props, set props, special effect props, and consumable food items.
- \_\_\_\_\_    \_\_\_\_\_    Meet with the set designer. Discuss furniture and props needed for the production.
- \_\_\_\_\_    \_\_\_\_\_    Make a final list of furniture and props. Include on your furniture list which act and scene the furniture will be needed and where. Include on your props list WHO will use the prop and in WHICH ACT OR SCENE the prop will be used. Include hand props and set props.
- \_\_\_\_\_    \_\_\_\_\_    Divide your main list into sub-lists: 1) furniture and props which can be located; 2) furniture and props your crew needs to buy (including food used in the play); 3) furniture and props your crew will have to build.
- \_\_\_\_\_    \_\_\_\_\_    Make a list of each actor who will use personal props. List the act and scene where the actor will use the prop.
- \_\_\_\_\_    \_\_\_\_\_    When your lists are complete, type the list. Give one copy to the director and one copy to the stage manager.
- \_\_\_\_\_    \_\_\_\_\_    Together with stage manager, make a list of everything your crew needs to do.
- \_\_\_\_\_    \_\_\_\_\_    Make a production time line or calendar establishing deadline dates.

## DURING THE FIRST WEEKS OF THE REHEARSAL PERIOD

- \_\_\_\_\_    \_\_\_\_\_    Organize a crew and post signs for crew meetings. At your first meeting make a list of crew members and their phone numbers.
- \_\_\_\_\_    \_\_\_\_\_    Prepare copies of your furniture and props list for your crew.
- \_\_\_\_\_    \_\_\_\_\_    With your crew, inventory available furniture and props.
- \_\_\_\_\_    \_\_\_\_\_    With your crew, begin to collect and build the furniture and props which will be used during the run of the show. Store them in a secure place.
- \_\_\_\_\_    \_\_\_\_\_    Use the Yellow Pages to locate Salvation Army, Thrift Stores, etc. to buy inexpensive props.
- \_\_\_\_\_    \_\_\_\_\_    Prepare a furniture/props budget. Submit it to the director or tech director for approval.
- \_\_\_\_\_    \_\_\_\_\_    Check with your director for policy on purchase orders. Do not spend money without authorization. Save all receipts. Present them to the director or tech director.
- \_\_\_\_\_    \_\_\_\_\_    Collect "stand-in" rehearsal props for the director and actors to use during early rehearsals.
- \_\_\_\_\_    \_\_\_\_\_    After each rehearsal store and secure the rehearsal props.

## DURING THE MID-REHEARSAL PERIOD

- \_\_\_\_\_    \_\_\_\_\_    Continue supervising the furniture and props construction.