

## PROPS MANAGER

The props manager should compile a list for every scene in the play.

The props manager needs to meet with the director to go over the list and make sure they understand what the props need to be.

The search for props should start early.

The first place to look for props is the storage room - the trailer behind the legion.

Enroll some assistants and helpers with the stage manager to look out for props and help with storage and transportation of props

Acquire the rest of the props from where ever it is necessary.

your home

solstice members via an email to all members

request for donations of props in the Pender Post

list a request on the Solstice website

Nu-to-You

Buy props only as a last resort. If props are to be bought, it must be with the approval of the director.

Props that are borrowed should be labeled in some way to identify the owner.

A list needs to be kept of lenders and their property.

Deliver or arrange delivery of props to the hall when they are required.

According to the requirements of the director and as instructed by the stage manager, set up the props in the right place in the right time.

Props may include food and drink - real or simulated.

Be sure that props are safely stowed when off stage and handled carefully between scenes

Work with the stage manager to make sure the right prop gets into the hand of the actor when they need it. Actors must not be looking for props; they must be placed into their hand at the right time.

After each performance put props into the right place for the next performance and check this prior to the start of each scene.

The stage manager is in overall charge of the props during the performance and the handling of the props often includes back stage crew along with the props manager.

After the last performance, be sure that all props are returned to their owners or to the Solstice props room.