

Props Legacy

2015-2016

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Crew

- As the prop master, you are in charge of a crew. As of 2015, ORHS theatre uses the demerit system. You are responsible for the actions of yourself and your crew. Be sure that your crew follows all the rules and procedures listed in the demerit system. (can be found online at: <http://www.orhstheatre.com/demerit-system.html>)
- The point of a crew is to make sure that:
 - A. The job gets done:
 - YOU CANNOT DO EVERYTHING BY YOURSELF.
 - Micromanagement is a no no.
 - B. Others are taught:
 - People learn by doing. Your crew will not learn how to do anything if you do it all for them.
 - YOU CANNOT DO EVERYTHING BY YOURSELF.
 - C. People keep busy:
 - To get more people involved, sometimes people are on props just to let them do something. Let people do stuff.
 - YOU CANNOT DO EVERYTHING BY YOURSELF.
- Tips on delegation:
 - Don't wait for volunteers. Give your crew assignments.
 - Trust who you've trained:
 - After a while, you know who can handle the big jobs. Let them do the harder stuff while you train the newer guys.
 - Don't feel bad about delegating simple, repetitive tasks when you have more important things to do.
 - Let them be creative:
 - They can do it any way they want, as long as it's done well.
 - Let them not only learn, but also to experiment and innovate.
 - By spending a little time teaching a simple task correctly, you avoid correcting future mistakes, and be patient when mistakes are made.
 - Don't forget to say thank you!
 - (If your having any trouble with delegation go to: <http://www.wikihow.com/Delegate>)
- Sometimes you will have people on your crew that you can't stand
 - Be proactive, positive, firm, and upfront.
 - Know when to walk away (AKA ignoring people).
 - (For more tips go to: <http://www.wikihow.com/Deal-with-People-You-Don't-Like>)

Properties

Prop Lists:

- How to make a prop list:
 1. Get a script.
 2. Sit in on the first read-through and get the cuts.
 3. Make the prop list.
 - ONLY MAKE THE PROP LIST FROM WHAT IS NOT CUT.
 4. Run your list by the director.
 5. Check things off that you already have and as you get the rest of the props.
 6. Make another list of things you still need.
 - Some props can be borrowed, or bought, while others can be made (see page 6).
 7. Expect changes to your prop list. Things get cut, things get added.
 8. Update your prop list as the show goes on.
- IF YOU BORROW PROPS:
 - be sure to have a list of those items, and try not to lose them.
 - Clear EVERY alteration to borrowed props by the director.
- IF YOU BUY ANYTHING:
 - Inform the director of what you need to buy.
 - Know how much the item is going to cost before you buy it.
 - Typically, you should get the money needed before you go shopping, and then give the directors change. (You might not get your money back the other way around.)
 - ALWAYS KEEP THE RECEIPT and give it to the directors after purchasing a prop.

Making Props:

- For the props that cannot be purchased, you get to do arts and crafts!
- Go online and get ideas! (Pinterest is fun!)
- Sometimes you will have to buy supplies to make your props.

Prop Tables

- It is best to keep the props in the prop loft until dress rehearsals and show nights. Actors can use rehearsal props (not as good quality) until then.
- Prop tables are used to keep props organized backstage.
- MAKE PROP TABLES DURING TECH WEEK (see page 8).
- How to make a prop table:
 1. Find two tables (one for each side of the stage).
 2. Place a table on Stage Left, and a table on Stage Right.
 3. Cover tables with butcher paper (from the library).
 4. On the butcher paper, outline rectangles that props will fit in with painter's tape or a marker (see image on page 3).
 5. Label each rectangle with the name of it's coordinating prop.
- Keep props on the prop tables during rehearsals and shows.
- Return props to prop loft every day, and DONT FORGET TO LOCK THE PROP LOFT!

Tech Week, Show Night, & Strike

Tech Week

- If you don't have all your props (at least started) by tech week, then you are behind!!!
- Tech week should be pretty boring for props.
- Make prop tables (see page 7) by the end of tech week.
- Put final touches on props.
- Actors can start using show props during tech week.

Show night

- (If you thought that tech week was boring, then just wait for show night.)
- Your job back stage:
 - **DON'T LET ACTORS TOUCH THE PROPS THAT THEY DON'T USE ON STAGE!**
 - Keep the prop tables organized
 - Be prepared for unexpected repairs.
 - If a prop breaks, on stage or off stage, fix it!!
 - If show night is boring, then your doing it right!
- After each show, be sure that all props are in the prop loft
- Backstage rules:
 - You and your crew working backstage must wear all black on show nights
 - The use of electronics of all kind are not permitted backstage with out stage manager, officer, or director's permission.
 - No one other than those participating in the show should be backstage
 - Silence must be maintained backstage at all times
 - Food or drink may not be brought into the auditorium or anywhere in the theatre areas
 - Inappropriate language such as swearing or gossiping will not be tolerated
 - Follow all rules and regulations listed in the demerit system backstage.

STRIKE!

- Your main goal on strike should be to get all the props you pulled back where they belong.
- Take advantage of extra hands, and get any heavy props or furniture items moved if you are planing to reorganize. However, do not use strike as a time for deep prop loft cleaning. **YOU WILL NOT FINISH** putting everything back if you pull everything during strike. You can move a few, **BUT NOT ALL**, big props or furniture pieces.
- Often too many extra hands will be sent... make them sweep or something.