

PROPS & FURNITURE

Principal Functions

Locate, hire, borrow or buy all the properties and items of furniture requested by the Director and ensure these are distributed or placed in appropriate positions during performances. He/she may recruit an assistant(s) as necessary.

- Have a clear understanding of the script and the Director's vision for the play and attend an appropriate number of rehearsals to facilitate this.

Pre Performance nights:

- Check what props are available from local sources or already held by Street Theatre.
- Check what items can be obtained through the cast and the membership. The Producer can arrange for a plea to be advertised in the monthly newsletter.
- Source all other items. Gain clearance from the Producer for any expenditure to hire and/or buy props as necessary.
- Produce a clear and accurate plan of precisely when props are required to be set on stage or delivered to actors and to ensure that stage hands are advised of precisely when and how they are delivered. Lists and timings should be clearly posted in the props area and props should be methodically laid out for ease of delivery to and removal from the stage.
- Ensure that actors are responsible for the safe keeping and timely production of personal props assigned to them.

Notes

- Period props or realistic weaponry will normally need to be hired.
- Reclamation centres can be a good source of props.
- Where items are loaned, the Publicity Officer should be advised in order to give credit in the programme or, possibly, a free advertisement.
- Check either directly with the Director or via the Producer what props are required during the rehearsal process and at what time they need to be available.
- Depending on the complexity of the property requirements, attend a number of rehearsals to draw up a plot of the prop changes and timings. There is no set rule for this. Some shows may have very few props and attendance at rehearsals could be minimal, others may need attendance at many more.

Performance nights (including technical and dress rehearsals):

- Check the inventory of properties.
- Make sure all properties which are needed for the start of the show are in position before the house opens.
- Cast members have all personal properties.
- All property changes during the show are carried out effectively.
- Check the inventory of props at the end of the show.
- Valuable and fragile properties are stored securely and any real or imitation weapons are locked up between performances.
- At the end of the show check the inventory of props.
- Arrange return of all items to the various sources.
