

HAND PROPERTIES

Your responsibilities include the collection, manufacture and preparation of all items used by actors on stage other than elements of costume. You are also responsible for operation during rehearsals and performances, such as seeing that actors have what they need before going on stage.

PLANNING

1. Obtain script from administrative producer and read the play.
2. In consultation with the director, designer and technical producer make a list of props to be acquired.
3. Prepare a detailed list of borrowed props and record the name, address and phone number along with a description of the item borrowed.
4. Check with administrative producer regarding the purchase order system.
5. Line up as many assistants as you feel you require and inform them they may become running crew.

WORKING

1. Attend production meetings as required.
2. Attend EVERY rehearsal and check that your prop list coincides with actual requirements.
3. At early rehearsals provide actors with 'stand in' items until such time as actual items are available. Arrive at least 15 minutes before the rehearsal call time.
4. Prepare final prop list and indicate which actor uses which item at which point in the play. Make up separate lists for:
 - a) preset before curtain
 - b) act or scene 'set-up' or 'strike'.
5. From final prop list collect, buy, make, prepare or borrow all items in readiness for first technical rehearsal. Leave a list of needed items in the clubroom. Ask the producer to contact the phoning committee to initiate a call out to members requesting items that are needed.
6. Obtain director's, designer's and technical producer's approval for each item. Be prepared to change or alter any item that they deem not suitable. Don't be afraid to ask questions.
7. Give administrative producer or the program coordinator a list of credits for items on loan or donated.
8. Cooperate with stage manager on such things as the best location to set up a props table backstage. Be aware of the timing of the scene changes and prepare the props that may have to be set during scene changes.
9. Before technical rehearsals, return any 'stand in' props to the properties room.
10. Arrive at least one half hour before technical rehearsals to set stage and props table. Ensure that each actor has his or her props.

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RUN

1. From preview on, arrive backstage one hour before curtain and check all items are in position, preparing food or drink as required. Be ready thirty minutes before curtain so audience can be let into auditorium.
2. Check final prop list before each scene and ensure all actors have their hand props before entrances. Make sure they're returned to you if carried off stage.
3. Remain backstage throughout the play being very very quiet at all times. No smoking or drinking backstage.
4. Wear black clothing and quiet shoes. If hands are seen off stage through doors or openings black gloves should be worn.
5. Each night before leaving theatre remove or place in safekeeping any valuables that are on stage or on the props table.

STRIKE

1. Be on stage at least one half hour earlier than other crewmembers to remove your hand props before the set is dismantled.
2. Store all props as directed by Powerhouse properties manager. **PROMPTLY** return all borrowed items. Send thank you notes where appropriate. Powerhouse thank you notes are available from the secretary.
3. Give all bills and/or receipts, job description manual and keys to the administrative producer.
4. In the event of breakage or damage of borrowed items consult with the technical producer as to course of action.