

Scenic Design and the Prop Shop

Studios and Elevated Studios:

These shows have minimum support from the prop shop. The designer will act as their own prop master for these shows.

- 6 pieces of furniture from off-site storage are available for studio productions. Other furniture can be pulled from the studio stock on a first come first serve basis. All furniture needs to be labeled. Kelsey has the template to use for labels.
- One trip to off-site storage will be made sometime before your show techs. Once that trip has occurred changes cannot be made to the 6 items.
- Hand Props are also available. Appointments can be made through the prop shop to go down to storage to pick items out. This does not need to happen in one trip.
- Read and respond to prop notes from the rehearsal reports.
- Work can be done on projects in the prop shop during normal shop hours with pre-approval from staff prop master.
- Access to basic materials may also be available

Healy, Fullerton and Reskin Shows:

These shows have full support of the prop shop and prop storage. This means that most prop responsibilities are taken on by the prop shop. Designers may be required to paint some items but pulling, buying, building, and altering are all taken care of by the shop.

Before Rehearsal/build:

- Create a preliminary prop list. This is due at meeting 4. This should include furniture, practicals, known set dressing and hand props. **There is a template available but you are not required to use the template.**
- Create final prop list and research packet. This is due at meeting 6. This should include item numbers of stock furniture, research images, and any draftings /drawings of items that we will be buying or building.
- Have at least one meeting before rehearsal to discuss details outside of the production meeting setting.

During Rehearsal/build:

- Read prop notes in the rehearsal report. Most notes will be responded to by the prop master of the show. They may check in with you on notes that relate to the design of items but you are not responsible for responding to the prop notes in the reports
- Communicate with the prop shop about when items need to be available for painting. At least 24hrs notice is requested.
- Paint props

Load-in:

- Be available to advise/ assist with set dressing when applicable. Sometime this happens during the early tech process requiring the designer to arrive early to tech.

Tech:

The tech process will vary slightly depending on whether or not there is a student assigned to props for the show. The responsibilities of the designer do not change just the availability of the prop department during the tech process. If a student is assigned to props a member of the prop team will always be at tech. If there is no student assigned to props then the staff prop master will work with stage management and the designer to figure out when the best times for the prop master to be in tech are. The staff prop master will always be in tech on the first day of tech, first dress and DTAD.

- Communicate notes to the prop team verbally or in email/google doc. This is beyond the tech report that Stage Management sends out.
- Be available to assist/advise on new or continuing set dressing.

Useful Links: These links are also available on the Prop page of backstage.

Prop Storage website:

<http://ttsprops.wixsite.com/propstock>

This site also includes a tab for scenic elements

Prop List Template:

https://docs.google.com/spreadsheets/d/1H9Db_8U4_RhBA7TVeEUgl7iJ_qCsACzGZeNXVp_-lQ/edit#gid=0

Before you edit please do the following:

- Sign into Google Docs.
- Go to FILE, MAKE A COPY, RENAME the file for the name of the show.
- Once it is complete you can share it with amy.peter617@gmail.com and ttsprops@gmail.com and anyone else that you would like.