

CREATE A MASTER PROP LIST

Having a master props list makes everyone's life easier when it comes to knowing exactly what props are needed for your show, how each item is being acquired, and if a certain prop actually exists. Creating a master props list will help immensely in keeping your team organized and on the same page. It will also help to avoid problems such as props being missed or duplicated, anachronistic or incorrect-looking props being provided, or having the wrong quantity of props. Use the following instructions to create a master props list for your upcoming production.

1. Create a spreadsheet (e.g. Excel, Google Sheets) with the following headings:

- **Title of the show** with **show dates**
- **Name and contact information** of the props head
- A brief **description of the location of the show and time period** (such as New Jersey, 1985). This way you won't have to constantly include that information in the description (such as "80s style phone," "80s style radio," and so on).
- Sub-headings:
 - **Act-Scene**
 - **Page #**
 - **Item:**
 - What the prop actually is, in the simplest terms (e.g. book, apple, sword, phone, etc.)
 - **Description**
 - Any specific look, color, texture? (For example, there are lots of different types of telephones: cordless, rotary, cell, home phone, office phone, pay phone...)
 - **Quantity**
 - How many props are needed?
 - **On**
 - Who brings the prop onstage?
 - **Off**
 - Who takes the prop offstage?
 - **Additional notes**
 - Where are you getting the prop? Is it an item that you have in stock, or do you have to buy it? Does it need to be special ordered?
 - Who is responsible for acquiring the item?
 - If it is borrowed, who does it have to be returned to after the show?
 - Does it need any special care? (e.g. Is it a food prop that needs to be refrigerated? Is it a prop weapon that needs to be locked up in between performances?)
 - Is it consumable? (Meaning you'd need at least one for every performance because the prop is eaten, destroyed, used up, or otherwise unusable from performance to performance.)

