

## Prop Shop Guidelines

### Access & Usage

To view our prop stock or meet with the Shop Manager, drop by during Shop Hours or email the Shop Manager to make an appointment. (Please give at least 48hrs notice!)

Nobody may enter the Props Loft without the Shop Manager or Prof. Eckelman.

All props are available for show use; “lockup” props cannot be signed out until Load-In.

### Process, Planning, & Organization

Come prepared! Before your first visit, make a props list detailing every item you’ll need. (include: description, period, distressing, quantity, usage, source, cost, etc.)

Don’t assume the Props Loft has all your props. Start early so you have plenty of time.

Reserved props may be held in the Loft until formally signed out.

### Sign-Out & Return

Props must always be signed out by the Prop Shop Manager. Full stop. No exceptions.

Once signed out, your props are your responsibility. If an item is damaged or lost, please contact the Shop Manager & Prof. Eckelman ASAP.

During Strike, all props should be signed back in by the Prop Shop Manager.

If props need to be returned at another time, make arrangements with the Shop Manager.

Do not re-shelf items yourself. Leave them with the Props Manager or in the Returns bin.

### Prop Cabinets

1 week before load-in, each show gets a rolling Props Cabinet for storage.

Prop Cabinet locks & keys must be signed out (in person) from Prof. Eckelman.

Keys are available for: Props Master, SM, ASM, Director, and 1 other person.