

Assistant Properties Manager

Rehearsal Period:

- Read the script and create a preliminary properties list.
 - Identify which items can be pulled, borrowed, rented, or bought.
 - Check this list with the properties manager's list.
- Assist the properties manager with providing rehearsal props.
- Assist the properties manager with providing a method for storing props and running props.
 - Provide labeled properties table.
 - Work with the stage manager, electricians, costumes, the technical director and your properties crew to establish the most ideal placement for props tables.
- Keep the props list up-to-date and distributed to the appropriate individuals.
- All properties must exist in final form before the first dress rehearsal.

Technical and Dress Rehearsal:

- You are required to attend all technical and dress rehearsals.
 - Take notes for yourself and the properties manager.

Strike:

- Remove all props from the set and backstage area.
 - Take these props and move them to the props storage area.
- Set any borrowed or rented props somewhere safe until after strike.
- After strike:
 - Return all borrowed or rented props.
 - Restore property storage.

Assistant Properties Manager

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is _____

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____