

PROPS

1. The prop Crew Chief is selected by the director and the producer.
2. Meets with the director and obtains a script. Must go through the script and make a list of all needed props and go over list with the director.
3. Checks expenditures with the director to assure they are within budget.
4. Meets with SLCT master props coordinator to learn what is available in storage.
5. Gathers all needed props and meets with the director or producer periodically to see if any additional props are needed or if some have been eliminated.
6. Selects one or more crew members to assist with gathering props and working props during performances.
7. Must be backstage during final rehearsals and for run of the show to assure that props are in the correct place and accessible to actors.
8. Gathers props at the end of the run.
 - a. Meets with the master prop coordinator to determine how to handle storage/return,
 - b. Returns loaned props or rented props to appropriate individuals.
 - c. Returns items to storage that are to be kept.