

Pre-Production: Props

Make an appointment with the Scene Shop prop GA at least 3 days before you would like to check out costumes or props.

Requests must be made in person or by phone during office hours only. Meetings to look through props will be available on Tuesday or Thursday afternoons. Do not call scene shop staff at their homes.

Checkout forms must be completed prior to the day of check out. These forms must be signed by the advising professor and by the person checking items out. The person checking props out will be responsible for care and return of props to storage as well. If another person will be returning them, their name must appear on the form as well. It is recommended that one person be in charge of all props used in a production.

Fines

Late Fee: \$20/day per item.

Damage: \$50 per item (needing light repair or touch-up paint).

* Furniture charged based on cost of re-upholstering or refinishing.

Fines determined by Shop Supervisors and paid by check to Scene Shop.

All props must be returned in the same condition in which they were received—existing damage must be noted on the checkout form. Fines for individuals working on class projects are billed to the individual. Fines for items used on school-sponsored projects will be billed to the production.

Availability

Items can be checked out on Friday (props in the morning, costumes in the afternoon) and will be checked out until the following Tuesday or Friday. This date must be established when the form is turned in. Items can only be returned to the Shops during the listed hours, and it is the responsibility of the production's props person (not the Shop staff) to return items to their proper storage locations.

Faculty and staff are not permitted to open storage or check out equipment without the Shop Supervisor or designee present. Security will not open storage areas for people wishing to checkout items.