

Guidance Document for Property Persons in Potomac Playmaker Productions

Purpose:

The purpose of this guidance is to clarify the responsibilities and expectations of Property Persons in Potomac Playmaker Productions.

Membership:

If not already a member of the Potomac Playmakers all cast, and crew must become a member to participate in a Potomac Playmakers production.

Responsibilities:

1. Property Persons should obtain a copy of the property list from the script from the Director. If there is no property list in the script the Property Person will read the script and make a list of all properties needed for the production.

2. Property Persons will first search the Property Room in the basement of the theater for necessary items.

3. Once the availability of items on the property list is known the Property Person will communicate the list of items not yet available to the cast and crew of the show to determine if anyone has a needed item that they are willing to loan to a production.

4. For difficult to find properties the Property Person will contact local non-profit theater companies to see if they have the item and are willing to loan it to the Playmakers

5. If items need to be purchased the Property Person may either notify the Director who will then forward the list to the Production Coordinator to arrange the purchase or, if the purchase is within the budget for the show, notify the Production Coordinator directly.

6. The Property Person will coordinate with the Stage Manager on the establishment of a property table or cabinet that is labeled with the name of each property needed. The Property Person will check that all properties are in place prior to when the house opens 30 minutes prior to the start of each performance and will remind all actors to check their personal props prior to the opening of the house.
