**Props/Set Run Crew**

**Pre-Technical Rehearsal Duties**

Attend Company Meeting(s.) (see schedule for dates and times)
Attend Company Run Through. (see schedule for dates and times)
Attend Work-Call:
Normally assist in Pulling, constructing, adapting, and otherwise preparing props
Normally assist Prop/Set Crew Head, Stage Manager and Assistant Stage Manager in placing & preparing Prop Tables: Pulling, Placing, Papering, Marking, Etc
Normally assist Prop/Set Crew Head Stage Manager and Assistant Stage Manager in placing & testing Prop Table & other Running Lights.

Familiarize yourself with Properties: (may be done during work-call/otherwise a day or more before tech begins)

Prop List
Prop Table placement
Specialty Props
Food
Costume Props
Trick Props & Breakaways
Electrified Props
Other Props

Familiarize yourself with Set Shift Activities that may include:

Fly System operation
Special Effects operation
Other

Attend all Technical & Dress Rehearsals at assigned call times. (see tech schedule for dates and times)

*Bring:*
Writing material & implements
Small Flashlight (mini-maglight or similar)
Wear Blacks: (see tech schedule for date usually first or second dress rehearsal)
black slacks or jeans and long sleeve shirt (turtleneck or tee)

*Preparation of Cue Sheets and Checklists and updating the Show.*
You may have to assist the Prop/Set Crew Head in recording all instructions given during rehearsal as they are given and create a Prop List, Prop Tracking List and Prop Preset List.
You may be given a preliminary Shift Cue Sheet at start of first Tech or you may have to record...
all instructions given during rehearsal as they are given and assist the Prop/Set Crew Head in creating your own Cue Sheet.
You will assist the Prop/Set Crew Head in making Prop/Set Run Crew assignments detailing what duties you perform for Pre-Show Setup, Production Run, and Post-Show Cleanup of Properties and Set Pieces.
Instructions will be provided by: Prop/Set Crew Head, Stage Manager, Assistant Stage Manager, Scene Designer, Properties Designer and/or Technical Director.
Assist the Prop/Set Crew Head in making updates to the Prop List, Prop Tracking List, Prop Preset List and Prop Run Crew Assignment Sheet immediately prior to, during, and immediately following Tech & Dress Rehearsals.
Be prepared to provide copies of the current lists to the Prop/Set Crew Head at final dress or earlier.

**During Technical Rehearsals and Dress Rehearsals**

**Duties will likely include:**

- Participating in Pre-Show Setup, performing duties as assigned by the Prop/Set Crew Head trouble-shooting any problems that arise during Pre-Show Setup.
- Running Props and Set Shift during Rehearsal.
- Participating in the Post-Show Cleanup of Properties and Set Pieces, performing duties as assigned by the Prop/Set Crew Head.
- Performing other tasks as assigned

**During Productions**

Attend all Performances at assigned call times. (see tech schedule for dates and times)

**Bring:**
Fair copy of all updated Prop List, Prop Tracking List, Prop Preset List and Prop Run Crew Assignment Sheet
(these should remain in Theatre after dress rehearsals begin)
Small Flashlight
Wear Blacks

Participate in Pre-Show Setup, performing duties as assigned by the Prop/Set Crew Head trouble-shooting any problems that arise during Pre-Show Setup.
Report completing of Prop Preset Check to & provide Prop/Set Crew Head with the Prop Preset Check Report immediately following completion.
Perform all duties as assigned and as recorded.
Take Cues from the Stage Manager, Assistant Stage Manager or Prop/Set Crew Head during run of show
Participate in the Post-Show Cleanup of Properties and Set Pieces, performing duties as assigned by the Prop/Set Crew Head.
Report any breakage or shortage of Properties or property supplies to the Prop/Set Crew Head by the end of the cleanup session.
Strike

Attend Strike (see tech schedule for dates and times)
Normally assist in striking Properties returning items to proper place in storage and identifying those Properties that must be returned to other individuals, theatre companies, and organizations. Normally assist Prop/Set Crew Head, Stage Manager and Assistant Stage Manager in Striking Prop Tables: Pulling, Placing, Papering, Marking, Etc
Normally assist Prop/Set Crew Head, Stage Manager and Assistant Stage Manager in Striking Prop Table & other Running Lights.
Turn fair copies of Prop List, Prop Tracking List, Prop Preset List and Prop Run Crew Assignment Sheet in to Prop/Set Crew Head.