

# Theatre Simpson Specific Area Leadership Expectations

## PROP DESIGNER

- Fulfill all requirements outlined in the document: Theatre Simpson General Production Leadership Expectations.
- Create a Preliminary Prop list through a process of textual examination and conversation with Director, Set Designer, and Stage Managers. Update this document regularly as details change at production meetings, and through Rehearsal Reports.
- Collaborate with Director(s), Technical Director(s) and Stage Manager(s) concerning physical needs and challenges. Include Actors in process as necessary.
  - Arrange meetings or 'walk-throughs' at regular intervals in the process with the Director(s) for the purpose of viewing, discussing and approving/not-approving props in an orderly fashion.
  - Arrange to assist Stage Managers in pulling of Rehearsal Props and Rehearsal Furniture.
- Collaborate with the Set Designer
  - On:
    - Major Hand Props
    - Set Props.
    - Set Dressing.
  - Determine early who has responsibility for the following for each major prop
    - Researching the look of each
    - Purchasing or Designing each
    - Building (if necessary) each
- Using the updated prop list, Identify strategies for property acquisition (stock, purchasing, borrowing, renting, building), or adapting from stock. Document this process and update this document regularly, using it as a checklist to assess progress and identify challenges.
- Conduct research into appearance, function, cost and availability of prop elements for which you are responsible.
- Design any properties that must be constructed.
  - Create Technical Drawings as necessary
  - Produce renderings as needed
- Collaborate with Faculty, Staff, and/or Student Technical Director daily as outlined in General Expectations
  - Concerning:
    - Coordinating use of shop materials and personnel for prop construction,
    - Advice on construction techniques and materials
    - Budgeting
  - Make daily contact for the purposes of assessing progress and projecting what actions are required of you to keep the project on track.
- Schedule opportunities to view run-throughs of the entire play or segments of it before the technical rehearsal process begins (this is in addition to the "company" run-through)
- Meet immediately following Tech & Dress rehearsals to coordinate "punch lists" of continuing, new and essential tasks and changes necessary for completion of the design.
- Expect to be involved with all artistic and practical aspects of prop acquisition
  - Pulling, purchasing, borrowing props
  - Identifying, collecting and purchasing all materials needed for props construction
  - Developing and perfecting techniques for prop construction
  - Constructing or leading student crews in constructing
  - Assisting SM & Run Crew in organizing prop tables and in arranging for pre, during and post-show prop crew responsibilities.

## STUDENT PROP DESIGNER DOCUMENTATION EXPECTATIONS

The following materials are generated at various stages in the process, and should have some representation on the Company Presentation, the production "Design Board" display, and the Undergraduate Research display. Many elements also needed for portfolio.

- I. **PRELIMINARY RESEARCH** (presented at initial or early design meeting)
    - Photographic and other visual materials documenting the appearance or function of any questionable property or other element that you researched.
    - Written information.
  - II **STATEMENT OF INTENT** (presented at initial or early design meeting)
    - Mounted separately.
    - To include conceptual and theoretical goals.
    - To include a "late-" or "post-process" assessment portion, which articulates how you fared in meeting, the goals stated in your "Preliminary Statement."
  - III **PRELIMINARY SKETCHES** (presented at early design meeting)
    - Of any property or scenic element that you were responsible for researching and/or constructing.
    - Showing progression from the initial sketch.
  - III **PROPS LISTS** (presented at early design meeting & updated iterations regularly during process)
    - Including all properties identified through textual analysis and/ or conversation with the director and/or added through rehearsal reports.
    - Have copies of all iterations from preliminary through final props list.
  - IV **PROPERTIES ACQUISITION FLOW-CHART** (might be combined with props list)  
(early version presented at early design meeting & updated regularly during process)
    - Including all hand props, set props, and set dressing articulated in the Properties Lists.
    - Documenting the source for each, personnel responsible for each, and charting the various stages of completion of each prop.
  - V **PROPERTIES PRESET AND FLOW CHARTS** (if not produced by SM team)
    - Include all hand props, set props, set dressing and any scenic elements charged to props run.
    - Documenting preset location, alternate location and hand-offs of each item.
    - Detailing any pre-show preparation, and testing of any props
    - Detailing any post-show storage, testing or maintenance of any prop.
  - VI **DESIGN ELEVATIONS** (as necessary)
    - Include all elements that you designed.
    - In 1/2" scale (or larger as necessary).
    - Include all necessary dimensions.
  - VII **VISUAL PRODUCTION EVIDENCE** (for screening only)
    - Photos of elements that you designed and/or constructed
    - Showing process at various stages from raw materials through completion, and photographs of the prop(s) in use in the production.
- Note:**
- All Materials must be labeled with: Title of Production, Act and Scene, and Designer's name.
  - All Materials must be presented at design meetings & complete by end of Tech.
  - Students will produce a display of this material in 2 "phases"
    - The first phase will be on display for the theatre-going public during the production.
    - The second phase will be a process leading toward display at the Theatre Simpson Undergraduate Research Symposium (usually held in December of each calendar year)
  - Displays should be securely but non-destructively mounted on panels and may be up to 48" x 48" in size plus a notebook and any sample or example props.