

Prop Shop Guidelines

Access & Usage

- To view our prop stock or meet with the Shop Manager, drop by during Shop Hours or email the Shop Manager to make an appointment. (Please give at least 48hrs notice!)
- Nobody may enter the Props Loft without the Shop Manager or Prof. Eckelman.
- All props are available for show use; “lockup” props cannot be signed out until Load-In.

Process, Planning, & Organization

- Come prepared! Before your first visit, make a props list detailing every item you’ll need. (include: description, period, distressing, quantity, usage, source, cost, etc.)
- Don’t assume the Props Loft has all your props. Start early so you have plenty of time.
- Reserved props may be held in the Loft until formally signed out.

Sign-Out & Return

- Props must always be signed out by the Prop Shop Manager. Full stop. No exceptions.
- Once signed out, your props are your responsibility. If an item is damaged or lost, please contact the Shop Manager & Prof. Eckelman ASAP.
- During Strike, all props should be signed back in by the Prop Shop Manager.
- If props need to be returned at another time, make arrangements with the Shop Manager.
- Do not re-shelf items yourself. Leave them with the Props Manager or in the Returns bin.

Prop Cabinets

- 1 week before load-in, each show gets a rolling Props Cabinet for storage.
- Prop Cabinet locks & keys must be signed out (in person) from Prof. Eckelman.
- Keys are available for: Props Master, SM, ASM, Director, and 1 other person.
- Do not leave your props lying around the building! Keep them in a cabinet or labeled bin.

Suggested Prop Resources

- Borrow: Props Loft, college offices, friends, neighbors, classmates, local venues
- Buy: eBay, Etsy, Amazon, local antique shops
- Build / Alter: Scene Shop, Props Loft, Costume Shop (contact Shop Managers for access)

Purchasing, Budgets, & Reimbursements

- Contact Prof. Eckelman for assistance with purchasing. Remember to plan for shipping!
- SCE director/producers are responsible for allocating budgets and tracking expenses.

***Please respect our Props, Props Loft, and Prop Shop Manager.
This is why we CAN have nice things.***