

PROPS CHECKOUT

Briana's Prop Shop Hours

Monday 11:30am - 5pm

Wednesday 11:30am - 5pm

Michelle's Prop Shop Hours

Tuesday 2:30pm - 5pm

Thursday 2:30pm - 5pm

*Props are checked out by appointment only.

*Contact Briana Smith at (931) 278-8467 or
bsmith15@gmail.com

*Contact Michelle Weidinger at (480) 544-9275
or michelle.weidinger@mac.com

PROPS CHECK-OUT POLICIES

1. We **DO NOT** check out props to individual students and/or for class usage. We make only three exceptions regarding this rule. Bryon Winn's lighting class, and an occasional class taught by Alan MacVey or Eric Forsythe. You **MUST** have the instructor's approval for props check out before scheduling an appointment. If you need props for any other class, you must provide your own.
2. Main Stage shows have priority over second-stage and gallery shows when checking out props.
3. If you are checking out props for a second-stage or gallery you must:
 - a. Understand that **YOU ARE RESPONSIBLE** for all items in your possession when you check them out.
 - b. Make an appointment with the props TA at least **ONE DAY** in advance and schedule a time during that TA's work hours to come and check out your props.
 - c. You must have a list of what you want.
 - d. You must bring at least one other person to assist in moving large furniture pieces.
 - e. You must make arrangements with the props TA, who will coordinate with the scene shop foreman, to store furniture props. PLEASE label your furniture with the show name form supplied to you by the shop TA.
 - f. You must have a props or student locker to keep hand props in when not in use. If you are borrowing for a class, you need to store hand props in an office or a classroom that has been pre-approved by the instructor.
 - g. You must fill out a check out form with the props TA and sign before you may leave with any item.
 - h. You must make an appointment at the time of check out to return all items to the props TA.
 - i. You must return your items on the day specified. You must give a 24-hour notice if the return date and time needs to be changed.
 - j. You must bring at least one other person to help in returning larger items to their storage area.
 - k. If you do not return your items on the date specified, after one reminder, you will be charged a late fee of \$5 per day to your student account. If you do not return your items at all a props staff person will put them away for you, and you will be charged a minimum of 2 hours labor, possibly more. Hourly rate for the props staff person will be \$12 an hour.
 - l. All return items that are damaged or broken are subject to a replacement charge. Value is established at the discretion of the Properties Master, Scene Shop foreman, or Props TA.

PROPS CHECK-OUT POLICIES

4. We follow a **strict protocol** when it comes to checking out and using realistic/replica firearms for any show, regardless of whether they fire a blank or not. No check out of these items will be made to any show, regardless of whether it is fired or not, until the director, the Stage Manager, the actor (s) using the weapon, and the crew person responsible for it backstage watch the Gun Safety video and pass the test. These items **MAY NOT** be stored in a props locker or student locker. They must be locked in an office and stored in a desk drawer when not on stage. They **MAY NOT** be placed on the props table during the run of a show, but must either be locked up, on stage, or in a crew person's hand at all times. There are no exceptions. If this policy is abused in any way, the gun will be taken away from the show.
5. The props TA or staff member will assist you in the collection and gathering of what each show needs, but the assistance and responsibility of the particular production staff is expected and required.