Preliminary Props Sheet

Props Manager: _____ *Production:* _____ *Stage Manager:* _____ *Date:* _____

PAGE	SCENE	WHAT (PROP)	WHERE (ENTRANCE/PRESET)	WHO (CHARACTER, ENTRANCE)	WHO (EXIT/OFFSTAGE)	WHEN OFFSTAGE	WHERE (OFFSTAGE)	NOTES

WHAT (PROP): Prop Description
WHERE (PRESET): Where to Preset
WHO (CHARACTER): Who sets or handles prop

WHO (OFFSTAGE): Who takes prop off
WHEN OFFSTAGE: When prop leaves the stage
WHERE (OFFSTAGE): Where prop ends up offstage