

P R O P S

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PROPS

A property, commonly shortened to prop (plural: props), is an object used on stage or on screen by actors during a performance or screen production. In practical terms, a prop is considered to be anything movable or portable on a stage or a set, distinct from the actors, scenery, costumes and electrical equipment. Consumable food items appearing in the production are also considered properties. (https://en.wikipedia.org/wiki/Theatrical_property)

Ayan daw kahit anong nabibitbit sa stage na ginagamit ng mga aktor, props daw.

Ayon naman Kay Kuya Robert Yam (Ago) sa professional theater (anything that is part of the Set are also Props.

Kung gusto ninyo naman ng ibang meaning, ayon naman kay Kuya Eudes Garcia (Kapreng base kay Konstantin Stanislavsky), "the prop is the extension of the actor's character".

But generally, Props are anything that are movable and portable on stage". In some instances, there are problems in the distinction whether an object is part of the costume or set. If this ever occurs the different aspects involved would just clarify with each other whether who would be assigned on that certain object. (ex. Bag is it part of the costume or a prop, the "products" inside the sari-sari store setting.)

Responsibilities as the PROPS HEAD

A props manager (head) has quite a range of responsibilities since HE/SHE:

- Supervise the building, making and buying of the props needed for a production.
- Maintain the quality of the props for the duration of the show.
- Coordinate many different people, and liaising with the director, stage manager, carpenters, production manager, artists and other staff in the prop department.
- Manage the props budget via (*canvassing* the prices of the props and materials used in making the props, *checking and updating* props inventory, and *preparing budget proposal* for the approval of both Technical Director and Production Manager).
- Make a list of the props needed.
- Order or go out to buy props.
- Attend rehearsals to assess changes to be made to the props.
- Instruct cast members about how to operate or take care of props.
- Supervise other staff in the props department.

Since it is a managerial role, the job demands a variety of skills, but an interest in this career usually stems from a passion for designing and engineering.

(<http://www.stagework.org.uk/webdav/harmonise@Page%252F@id=13&Value%252F@id=59.html>)

In other instances the props head also designs or finds pegs (a basis on what would the prop look like: pictures, a sample of the prop, or a drawing) of the props to be used, if there are no designs by the production designer.

In addition, the props head is responsible for training his staff into being a capable and effective Props Head. The props head must pass his knowledge to his props staff. It is essential to teach the aspect because in the future these staff would be heading the aspect.

Responsibilities as **PROPS STAFF**

- Attend rehearsals and take down notes on directives.
- Help out on the canvass and prop making process.
- Assist on other teatro matters that needs helping.
- Inform co-staff and head with the updates related to the aspect in rehearsals, meetings, and the likes.
- Inform the props head, stage manager, and production manager in advance of one would not be present on a rehearsal, meetings and etc. State the reason of the absence.

MUST LEARN (PAPER WORKS & etc.)

Contact numbers, email & facebook,

Twitter, instagram, and address, these are not a must but it is helpful

Sched Matrix

A visual representation of all the schedules of the aspect.**PROPS LIST**

Monday						Tuesday					
	member1	member2	member3	member4	member5		member1	member2	member3	member4	member5
7:00-8:00	Blue	Blue	Blue	Blue	Blue	7:00-8:00	Green		Red		Olive
8:01-9:00	Blue		Blue			8:01-9:00	Green		Red		Olive
9:01-10:00						9:01-10:00			Red		
10:01-11:00	Blue		Blue			10:01-11:00	Green				Olive
11:01-12:00						11:01-12:00					
12:01-1:00						12:01-1:00			Red		
1:01-2:00		Blue				1:01-2:00			Red		
2:01-3:00						2:01-3:00					
3:01-4:00				Blue		3:01-4:00				Yellow	
4:01-5:00	Blue			Blue		4:01-5:00		Blue		Yellow	
5:01-6:00	Blue					5:01-6:00		Blue			
6:01-7:00						6:01-7:00				Yellow	Olive
7:01-8:00						7:01-8:00				Yellow	Olive
8:01-9:00						8:01-9:00				Yellow	Olive

The colored parts of table are time of each members classes.
You could also assign a color for a specific member.

list of all the props needed for the production. Initially, the props head would identify all the props in the script and list it down, as the production progress inputs from the director, designer, actors and other production staff would be added. The list would be altered during process.

PROPS BREAKDOWN

upgraded version of props list. It is a list the props with details on who is holding it, what page is it in, what are the cues on its ins and outs, what lines is that certain props used, what scene and page is it used, and other information essential for the transition of each prop. The format of the breakdown differs depending on the needs of the production.

PROPS BREAKDOWN				
PAGE	CHARACTER	PROP	QTY	Notes
<i>SCENE 1: ANG KEMELAR NI KEME</i>				
1	Beki	Gun	2	Placed inside Beki's bag
1	Tomas	Candle	5	Preset behind the lampshade. Red,Blue,3Green
3	Beki	Camera	1	To be taken from props table and left behind after the scene
<i>SCENE 2: ANG KANTO KEMELAR</i>				
5	Tristan	fish ball on a s	5	From props table, to be eaten while entering the scene
5	tomas	newspaper	1	Folded, to be torn

CANVASS REPORT

It shows the list of props and materials needed with the quantity, price, and sometimes the address of the store. *Production managers usually give some sort of format with regards to position of logos and etc, this is just an example.*

Canvass Report		
<i>Material/Prop</i>	<i>Price</i>	<i>Store</i>
White Crepe Paper		10 Joli's
		
Blue Plate	100 per pc,500 for 6 pcs	stall 156, 999 mall
		
Blue Plate	200 per pc	side walk near 168, near jollibee
		
Blue Plate	150 per pc	stall 21, 168 mall
Black Alphagina cloth	30 per yard	street after 168
Black Alphagina cloth	28 per meter	stall 14,grnd flr 999,
Black Alphagina cloth	35 per yard	stall 15,mall across 168

INVENTORY LIST

It is a list of all the existing props of the organization.

Props Inventory		
Props	QTY	Condition
Blue plate with white swirley details	10	2 pcs have chips. 1 pc is cracked. 7 pcs ok
black cup	2	ok
fake iphones	5	1 missing backpart. 2 pealed sticker. 2 ok
iphone covers	4	ok
black alphagina cloth	5m	with white stains and unwashed
typewriter	1	rusting keys

BUDGET PROPOSAL

The list of all the prices of the props, materials, and other expected expenses summed up all together. *The Production Managers provides a format.*

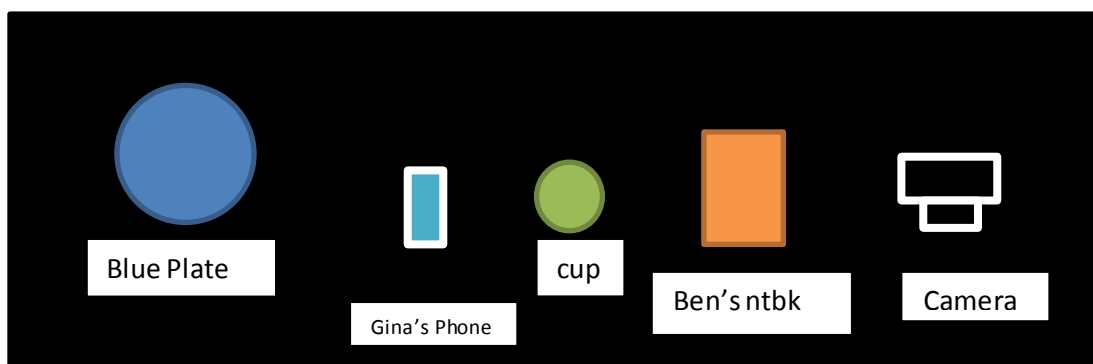
The budget proposal does not necessarily need to be the exact amount of expenses; after all it is just a proposal. It could be submitted in parts for approval if there is still no complete props list. Always add 10% of the total amount to the total amount for contingency purposes.

Always KEEP THE RECEIPT. There are forms from the production managers to be filled out if there are no official receipts given by the store and for transportation expenses.

Do NOT expect REIMBURSEMENTS.

PROPS TABLE

A table in the backstage wherein all the props are placed on top. The surface of the table is segmented to allocate a specific spot for each prop.



WHERE TO BUY Props and Materials?

Pnoval's 3 Js (Joli's, Jomar's and Joy's art supplies)

Quiapo (just roam around)

-Textiles, beads, cups, plates, accessories, costumes, native materials, clothes, fruits and vegetables, toys, phone repairs, electronics, house hold materials, flowers, church memorabilias, DVDs

After Quiapo under the bridge

-Native materials (duyan, shells, shell lanterns, jars, tungkod, feather and etc.)

Dapitan Arcade

-Cool stuff (christmas decoration, native goods, furnitures and etc)

Divisoria

-Anything you can think of.

Divisoria (Tabora)

-Souvenirs, feathers, letters, mugs, balloons props heaven..

Nearby wet markets

-at the back of Savemore (along espanya and across Don Quijote st, lacson)

*ranging from fresh meat and fish, to household utensils, toys and clothes

-along dapitan after Amsterdam Cafe

*fresh goods such as meat, fruits and vegetables

-before quiapo across the overpass

*fake flowers, paintings, textiles, fresh meat and fish, household utensils, toys and clothes

Hardwares

-along laon laan just across P.Noval

-along (street after don quijote)

-straight ahead dapitan towards lacson

-on the way to tayuman LRT station coming from SM San Lazaro

Junk Shops

-on the way to Bang bang LRT station

*newspapers, bottles, broken electrical equipments

-straight ahead dapitan towards lacson

Malls

-SM San Lazaro

-SM Manila

-SM Quiapo (for clearance items)

Props-making REFERENCES

Youtube How to videos

Pinterest

UST Library Humanities Section

CFAD friends

World Wide Web