

# Properties Crew

## **General Responsibilities:**

- Attend the properties workshop held by the properties manager.
- You must complete a minimum of 20 hours of work on this production.
  - If there are not enough crew calls to complete 20 hours, seek the head of the theatre department **prior to tech week**.

## **Rehearsal Period:**

- Attend as many crew calls as possible.
- Assist the properties manager in building and pull props.
- If something happens to a prop while you are working on it, inform the properties manager immediately.

## **Technical and Dress Rehearsals:**

- You are not required to attend technical and dress rehearsals.
  - You should, however, be on call in case there are major problems to fix during tech week.

## **Strike:**

- Assist the properties manager in removing all props from the set and backstage area.
  - Take these props and move them to the props storage area.
- Set any borrowed or rented props somewhere safe until after strike.

# Properties Crew

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

**Please write clearly and legibly.**

Name:

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Phone Number:

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Email:

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Production:

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Role:

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Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is \_\_\_\_\_

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

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Signature:

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Date: \_\_\_\_\_