

Props List

Instructions

Start with script passes:

Record every hand-held, set-dressed and practical item by act and scene. Mark items shared between scenes so preset and reset responsibility is clear.

Make handoffs explicit:

Write the entrance, handoff or cue, preset location and return location. Name one owner for each action rather than assigning an item to "props" generally.

Check the running list:

Walk the route during rehearsal, confirm safe handling for practicals and consumables, and update the list when blocking or props change.

Production details

Production: _____

Props lead: _____

Version date: _____

Storage / preset area: _____

Give recurring items their own rows for each scene when preset, handoff or return instructions differ.

Item	Act / scene	Used by	Entrance / cue	Preset location	Handoff / action	Return location	Owner	Status / safety notes