

Pentacle Props Room Use Guidelines

Props Room Use

- Each show will have an assigned **Props Room Coordinator** who will work directly with the show's **Props Person**. The Props Room Coordinator will oversee the borrowing and return of props and maintain an inventory of all loaned items. This helps ensure that every borrowed prop is properly tracked and returned to its owner following the production.
- The Props Room Coordinator will invite your show's Props Person to the Glogau at the end of the first week in the theatre. This will give us an opportunity to work together to pull and organize the props needed for the production.
- **If a borrowed item has a plastic bag over it, please save the bag.** Place it in the designated tub in the props return area so it is available when the item is returned.
- **Please check the props room before purchasing general-use items.** We do not have enough space to store multiple versions of items we already have. Props purchased specifically for a show may be added to our inventory if they are items we do not already have or specialty items that could be useful in future productions. Items that are highly specific to one show and unlikely to be useful again may be donated after the production.
- **We HIGHLY recommend washing all items before use**, especially anything that will be used for eating or drinking. Please wash linens before use as well. We keep the props as clean as possible, but we do not routinely clean or wash them.
- **Return any props that were taken to the theatre but ultimately not used in the show** to the props room before the production opens.

Strike

- At strike, please clean any dirty props before returning them to the props loft.
- **Please return all items in the same condition in which you borrowed them.** All kitchen items and linens must be washed before they are returned.
- **Return all props to the props loft and place them on or under the table in the floral area.** Please do not attempt to sort or put items away. We will inventory, sort, and return everything to its proper location.

Props Room Coordinators

Kate King: (503) 983-5753

Dee Montgomery: (503) 910-9573

Ally Chancellor:

Lisa Hallam Closner: (503) 753-2993