Show:
Writer:
Time Period:
Location:

Production Info: Director:
Stage Manager:
ASM:
Set Designer:
Techincal Director:

First Tech:
First Dress:
Open:

Hand Props

Tracking #	Page #	Qty.	Item/Prop	Description	Character/Scene	Notes	Research	Aquirement	B. Status	Current Location	Questions
P#1							☐	Stock	Not Started		
P#2							☐	Rented	In Progress		
P#3							☐	Donated	Done		
P#4							☐	Purchased	Pulled		
P#5							☐	N/A	Sourced		

Funiture

Tracking #	Page #	Qty.	Item/Prop	Description	Character/Scene	Notes	Research	Aquirement	B. Status	Current Location	Questions
F#1							☐	Stock	Not Started		
F#2							☐	Rented	In Progress		
F#3							☐	Donated	Done		
F#4							☐	Purchased	Pulled		
F#5							☐	N/A	Sourced		

Set Dressing

Tracking #	Page #	Qty.	Item/Prop	Description	Character/Scene	Notes	Confirmed	Aquirement	B. Status	Current Location	Questions
S#1							☐	Stock	Not Started		
S#2							☐	Rented	In Progress		
S#3							☐	Donated	Done		
S#4							☐	Purchased	Pulled		
S#5							☐	N/A	Sourced		

P#	Prop	Q#	*Photo*	In Rehershal	Real?	Notes	Date
				☐	☐		
				☐	☐		
				☐	☐		
				☐	☐		
				☐	☐		
				☐	☐		
				☐	☐		
				☐	☐		

Show Rehearsal Props

Director:
Stage Manager:
ASM:
Set Designer:

Props Cabinet:
Last Update: 9/11

No Rehershal Prop

	Rehearsal/Production Report Notes		Director: Stage Manager: ASM: Set Designer:					
From	**Date**	**Who**	**Notes**			*Type*	**Responded?**	**Response**

Meeting Notes

Director:
Set Designer:
Costume Designer:
Lighting Designer:
Sound Designer:
Techincal Director:
Props ASM:

Date	Meeting	Notes	Present

Prop To-Do List			Artisan/Special Skills:						Most urgent	Done	
									Urgent	In progress	
Set Look:									Least urgent	Can't do yet	
Tech:											
Opening:											

To-Do List											
Priority	**Artisan**	**Project**	**Status**	**Notes**	**Prop**	**Where**	**Type**	**Time Estimated**		**Time**	
Most Urgent	Hattie	Example - Make templates	Done	Add company logo	*Paperwork*	RHW	Build	5:00:00		Medium	
Urgent			In progress					0:00:00			
Least Urgent			Can't do yet					0:00:00			
Not Urgent			Not started					0:00:00			
Not Urgent			Not started					0:00:00			
Not Urgent			Not started					0:00:00			
Not Urgent			Not started					0:00:00			
Not Urgent			Not started					0:00:00			
Not Urgent			Not started					0:00:00			
Not Urgent			Not started					0:00:00			
								0:00:00			
								Time:	5:00:00		
								Plus 20%:	1:00:00		
								Total Time:	6:00:00		

Tech. Reherhsal Notes

Tech:

Director:
Set Designer:
Costume Designer:
Lighting Designer:
Sound Designer:
Techincal Director:

To-Do List

Date	Priority	From	For	Note	Done?	Prop	Act/Scene

Show Budget

							Total Budget:	
Spent	$0.00		**Left:**	$0.00	**Actual Left:**	$0.00		
Purchased Date	**Submitted**	**Bought**	**Arrival Date**	**Vendor**	**Prop**	**Notes**	**Cost**	**Running budget**
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
	☐	☐						$0.00
						Total Spent:	$0.00	

Material Specs

Vendor	Item	Dimension	Qty	Total Ft	Unit Price	Total Price
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					Total:	$0.00

(Material)						
				Unit		
				Total		
(Material)						
				Unit		
				Total		
(Material)						
				Unit		
				Total		