


**The Colonial Players Theater  
108 East Street  
Annapolis, MD 21401**

# **Handbook For Properties Designers**

**Established May 2018 - Updated August 2021**



*Dedicated to the many  
years of prop gathering  
by JoAnn and Mike  
Gidos, with our thanks.*

PROCEDURES FOR PROPERTIES DESIGNERS – THE COLONIAL PLAYERS THEATER  
Updated August 2021

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## II. PURPOSE OF HANDBOOK

There have been a core group of volunteers who have been Properties Designers for many years. The theater is always interested in soliciting for NEW volunteers. Therefore, we needed to develop a set of procedures and forms to make it easier for the new volunteers to do their job.

The props available to Properties Designers are located at The Colonial Players annex, located at: 2132 Renard Court, Annapolis, MD 21401

When Properties Designers are given authorization to access the annex and prop room they are issued a FOB by the theater's Operation Manager, currently Wes Bedsworth, who can be reached at: (wes.bedsworth@thecolonialplayers.org).

As Properties Designers, we have an important role in helping support the vision of the Director of a production. It is important to understand the view point of the Director to "tell the story" through props and set pieces. Therefore, when choosing props, it is always good to get feedback on what we think will work – either by word or photos. Through years of experience, we have learned to photograph and send images to the director, or a link to a web site of something we want to borrow or buy. After all, we have a limited budget, and keeping costs down is an important part of our responsibilities.

These procedures may be subject to change, as with all organizations, as we improve the method. But, as of this date, this is how we proceed. See Section IV - *Procedures*.

Please let us know if you have any questions. See Section VII. *Contact Information and Important Notes for the procedure* to submit your comments, and for important information.

### **III. PRODUCTION MANUAL GUIDELINES (Revised May 18, 2021)**

#### **4.11. Properties Designer (Pages 40-41)**

4.11.1. The Properties Designer is responsible for designing the properties plot of the production and acquiring the props to be used. The Properties Designer should plot the production in a way that supports the characters and story while accommodating special requirements. The Properties Designer should coordinate with the Director for overall vision, and with the Set Designer and Set Decoration Designer to ensure properties integrate well with other design elements.

4.11.2. Properties (“props”) are any non-costume items carried, handled, and/or used by actors on stage. Props include food and weapons.

4.11.3. The Properties Designer should research the types and styles of items available during the era of the production to ensure authenticity. The Production Team Properties Consultant is available to advise and assist in this research.

4.11.4. The Properties Designer may also serve as the Set Decoration Designer. Refer to Section 4.12.

4.11.5. It is Colonial Player’s highest priority that the use of weapons on stage and in rehearsals be managed safely – for performers and bystanders alike. Use of weapons in rehearsals and performances must be approved by the Production Director prior to the start of the first rehearsal. Generally, the use of weapons will be approved if called for in the script, but proper safety training must take place prior to any weapons use. The Production Director will provide guidance on how to obtain such safety training.

4.11.6. A variety of weapons (except firearms) may be available from the Prop Room. This includes swords, knives, clubs, et al. Edged weapons must be dull and pointed weapons must have a blunt tip. Firearms are a special category of weapon that has additional safety and other considerations. As a result, Colonial Players does not maintain an inventory of firearms of any sort – toy, non-firing, blank firing, or real. If a show requires a firearm, the show must rent the firearm(s) from an approved theatrical weapons company. The cost will be charged against the show’s budget.

4.11.7. The Properties Consultant maintains a Properties Manual or Handbook, which is available on the CP website under “Downloads”. It provides a variety of information useful to any Properties Designer at CP.

4.11.8. If there are any questions, or if help is needed, the Properties Designer should contact the Production Team Properties Consultant.

#### **4.11.9. Budget**

4.11.9.1. The Properties Designer coordinates with the Producer for the props budget. All costs associated with acquiring, constructing, and maintaining the props for a production must be accounted for in budget planning.

4.11.9.2. Every effort should be made to use props belonging to CP or to obtain them from other sources without expending funds.

4.11.9.3. The Properties Designer advises the Producer as soon as possible if additional funds are required for props, and prepares supporting documentation for the request, including the justification for the additional expense and an itemized cost estimate.

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### **4.11.10. Before the Run**

4.11.10.1. As soon as possible, the Properties Designer coordinates with the Production Team Properties Consultant to discuss props needs and to receive a briefing on Prop Room procedures.

4.11.10.2. The Properties Designer receives a key fob for the Annex and Prop Room from the Producer.

4.11.10.3. For rehearsals, in lieu of using production props, the Properties Designer may pull a set of rehearsal props that approximate the actual props used during the run of the production. When rehearsals transition to the Theater, actual production props are used and rehearsal props are returned to the Prop Room.

4.11.10.4. No props from *A Christmas Carol* inventory may be used in a production unless approved by the Production Director.

4.11.10.5. The use of open flames, oil lamps, candles and/or smoking products on stage must be approved by the Board via the Production Director and must be in compliance with Fire Department regulations and CP Fire Policy (refer to Appendix D: Fire Policy). For the comfort of our patrons, smoking products should be avoided if the production will not be affected. Use of any and all lit tobacco and non-tobacco products within the theatre for any reason (other than use on stage as part of a performance) is prohibited at all times.

4.11.10.6. The Properties Designer provides the Producer the names of all personnel who assist with acquiring properties for the production in time for inclusion in the production playbill. The use of borrowed or donated props must also be properly acknowledged in the playbill for the production.

### **4.11.11. During the Run**

4.11.11.1. The Properties Designer coordinates with the Stage Manager for the replenishment of consumables used as props in the production.

4.11.11.2. As advised by the Stage Manager, the Properties Designer is responsible for ensuring any needed prop repair is accomplished or a suitable prop substitute is available before the next performance.

### **4.11.12. After the Run**

4.11.12.1. At the close of a production, all props should be removed from the backstage area by noon of the day following the close of the production. The return of props should be coordinated with the Properties Consultant and props must be returned to the Prop Room or to owners within one week of the close of the production.

4.11.12.2. Props previously owned or purchased by CP may only be sold or given to performers or other interested persons with the approval of the Production Director.

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**IV. PROCEDURES (STEP BY STEP)**

**Assignment as Properties Designer – How to Proceed**

First of all, when someone is asked by a CP Director of a new production to be their Properties Designer, they need to know when they are required to begin. Usually there is an initial Production Meeting when the entire team is introduced, and a list is shared by the Director of props needed. The script of the production usually also has a list of props that are required. The Director should provide a digital and paper copy of the script to the Properties Designer, and the team.

It is best to list all the initial props in a spread sheet in the order they will be used in the production, so it will be apparent when and where the prop is used. (Sample of Excel Spread Sheet used by Connie Robinson.) Keep a running total of your expenses in order to stay within your budgeted amount.

The Colonial Players Theater Props and Furnishings for <i>Vanya and Sonia and Masha and Spike</i> (May 19 - June 10 2017)				
Props collected or created by Constance Robinson 410.990.0118 H / 410.533.0991 cell				
\$200.00 budget				
Annex, bought, loaned, donated	Amount Paid	Source		Items Needed (period - current year)
				Script pages
		<b>Act I, Scene I</b>		
donated		Connie	✓ 4 & 6	8 coffee cups and saucers (for practicing - throwing)
bought	\$24.00	Goodwill	✓ 4 & 6	30 coffee cups & mugs (for testing, rehearsals + show)
bought	\$9.86	Goodwill	✓ 4 & 6	14 more coffee cups
bought	\$3.00	Lutheran Thrift Store	✓ 4 & 6	6 more coffee cups, 4 saucers
bought	\$5.94	Goodwill	✓ 4 & 6	8 more coffee cups
bought	\$4.20	Goodwill	✓ 4 & 6	6 more coffee cups
bought	\$4.50	K&B Hardware	✓ 4 & 6	paint for sealing cups - prevent shattering
annex		prop room	✓ 11	hand broom and dust catcher
loaned		Connie	✓ 11	plastic bucket, large sponge
loaned		Steve Tobin	✓ 11	Dust Buster
annex		prop room	✓ 13	shepherd's crook (painted gold)
bought		Toys R Us	✓ 48	Princess Wand
bought	\$3.18	Dollar General	✓	Latex gloves for Cassandra
bought	\$3.17	K&B Hardware	✓	Latex gloves for Cassandra - stronger
bought	\$10.80	Michael's Crafts	✓	gold glitter spray paint (2) for crook
bought	\$6.35	K&B Hardware	✓	gold metallic spray paint (1) for crook
bought	\$5.29	Kmart	✓	furniture pad for bottom of crook
loaned		CP Costumes	✓ 14	red garment bag for snow white costume
created		Connie	✓ 20	small card(s) for Masha to sign autograph for Cassandra
loaned		Connie	✓ 24	kitchen pot and spoon
bought	\$2.12	Dollar Store	✓	kleenex box (2)
		<b>Scene 2</b>		
bought	\$1.06	Toys R Us	✓ 32	fairy wand - Princess wand
loaned		Camille Crawford	✓ 32	lockets for Masha
		<b>Act II, Scene I</b>		
bought	\$49.32	Michael's Crafts	✓	Imitation plants
bought	\$21.00	Ernie Morton	✓	Wild Turkey bourbon
annex		prop room	✓ 45	wooden blue tray with 3 tea cups/saucers, cream&sugar
bought	\$12.09	Sam's Club	✓	Biscotti cookies for Vanya (on tray) and Bread for Spike's sandwich
bought	\$5.79	Graul's Market	✓ 45	Biscotti cookies for Vanya (on tray)
bought	\$1.88	Giant Food	✓ 45	tea for tea cups, and coffee mugs
bought	\$20.75	Ebay	✓ 48	Snow White Doll (dressed like Masha)
bought	\$3.00	New To You	✓ 48	Snow White Doll (dressed like Masha) - back up doll
costumes (2)		Connie (1)	✓ 48	hat pins for Cassandra to poke doll
annex		prop room	✓	umbrella stand
annex		prop room	✓	car keys for Cassandra's bag
donated		Wawa store	✓	Wawa coffee cups (4) and holder
		<b>Scene III</b>		
create		Connie	✓ 57	Play Script: typed manuscript, stapled - copies loaned by Edd Miller
borrow		Sarah	✓ 57	MP3 players (2) - Nina and Spike
create		Connie	✓ 57	two large bags filled with groceries
loaned		Connie	✓ 58	phone for Cassandra to answer
		<b>Scene IV</b>		
create		Connie	✓ 60	Small script - 2 pgs - Cassandra
annex		prop room	✓ 60	cell phone for Spike
annex		prop room	✓ 72	overnight duffel bag for Spike, suitcase for Masha
annex		prop room	✓	vase with peacock feathers and pink flowers
annex		prop room	✓	woman's eye glass case and glasses
<b>PROP EXPENSES:</b>	<b>\$197.30</b>			

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**IV. PROCEDURES (STEP BY STEP) - CONTINUED**

Within the first two weeks after the show opens, you should submit a Reimbursement Form to the PRODUCER for signature (he/she will pass the form on to the Treasurer) so that you can be reimbursed for your prop expenditures. Make sure you copy all the receipts to attach to your form. Then copy all the paperwork for your records, and hold until you receive a check from the Treasurer.

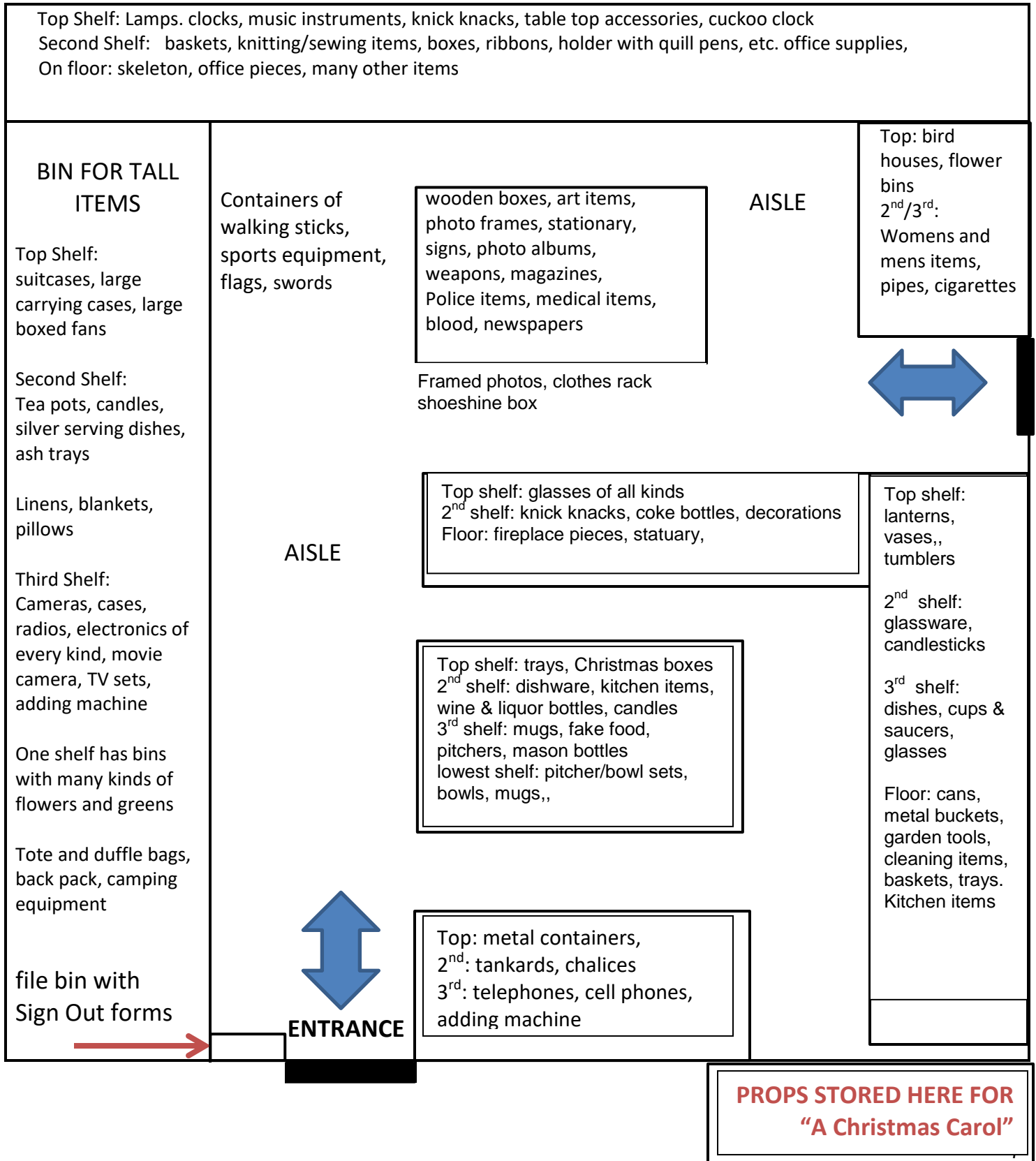
Easiest way to tally up the expenses is to make another TAB SHEET in your spread sheet named *Reimbursement*. Copy your prop list - paste it into the second SHEET with ONLY the expenses noted. Just delete the rows that don't apply (like borrowed). (See sample below) Print out only this sheet and attach to your Reimbursement Form. Sometimes there are expenditures you made that apply to SET, or other areas. These are expenditures that were made with prior agreement from the Producer or Director.

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\$200.00 budget				
Annex, bought, loaned, donated	Amount Paid	Source	✓	Items Needed (period - current year)
				Script pages
		<b>Act I, Scene I</b>		
donated		Connie	✓	4 & 6 8 coffee cups (for testing to break)
bought	\$24.00	Goodwill	✓	4 & 6 30 coffee cups & mugs (for testing, rehearsals + show)
bought	\$9.86	Goodwill	✓	4 & 6 14 more coffee cups
bought	\$3.00	Lutheran Thrift Store	✓	4 & 6 6 more coffee cups, 4 saucers
bought	\$5.94	Goodwill	✓	4 & 6 8 more coffee cups
bought	\$4.20	Goodwill	✓	4 & 6 6 more coffee cups
bought	\$4.50	K&B Hardware	✓	4 & 6 paint for sealing cups - prevent shattering
bought	\$3.18	Dollar General	✓	Latex gloves for Cassandra
bought	\$3.17	K&B Hardware	✓	Latex gloves for Cassandra - stronger
bought	\$10.80	Michael's Crafts	✓	gold glitter spray paint (2) for crook
bought	\$6.35	K&B Hardware	✓	gold metallic spray paint (1) for crook
bought	\$5.29	Kmart	✓	furniture pad for bottom of crook
bought	\$2.12	Dollar Store	✓	kleenex box (2)
		<b>Scene 2</b>		
bought	\$1.06	Toys R Us	✓	32 Princess wand
		<b>Act II, Scene I</b>		
bought	\$49.32	Michael's Crafts	✓	Imitation plants
bought	\$21.00	Ernie Morton	✓	Wild Turkey bourbon
bought	\$12.09	Sam's Club	✓	45 Biscotti cookies for Vanya, and Bread for Spike's sandwich
bought	\$5.79	Graul's Market	✓	45 Biscotti cookies for Vanya
bought	\$1.88	Giant Food	✓	45 tea for tea cups, and coffee mugs
bought	\$20.75	Ebay	✓	48 Snow White Doll (dressed like Masha)
bought	\$3.00	New To You	✓	48 Snow White Doll (dressed like Masha) - back up doll
<b>PROP EXPENSES:</b>	<b>\$197.30</b>	(Note: \$47 for cups)		
<b>SUPPLIES:</b>				
bought	\$2.50	Dollar General	✓	Black sharpie pens, for prop table labeling
<b>SET DECORATION:</b>				
bought	\$3.17	Michaels's Crafts	✓	Sponges for floor painting
<b>TOTAL SPENT:</b>	<b>\$202.97</b>			

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**V. PROP ROOM SAMPLE INVENTORY**





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**V. PROP ROOM SAMPLE INVENTORY**

**Main Entrance:** Sample of inventory, which continually changes.  
Upon request, we will give each show’s creative team a tour.



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**SAMPLES**

Tea pots, glass and silver serving pieces, cutlery, cameras, camera cases, movie camera, electronic equipment, TV remote, small radios, working lap top computer, and so forth...



Electronic equipment, typewriter, TVs, telescope (others as shown)





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**MORE PROP ROOM SAMPLES**



Linens, pillows, blankets, bedspreads, suitcases, tote bags (tall bins for canes, poles, sports equipment, swords)



Glasses of all kinds (including plastic for rehearsal use), tumblers, lanterns, vases, china sets, kitchen items, wine bottles, fake ice cubes, vintage cooking pots and pans.

**In January and June of each year, the prop room committee will reorganize, and review the contents for discards or donations.**

If there is anyone connected with the theater that would like to donate prop items, please leave them at the annex outside the prop room and fill out a Donation Form with your name and contact information so that the theater can send you a Thank You Acknowledgement. You may also contact Connie Robinson to make arrangements for making donations at the annex. (410-533-0991 cell)

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Here are some items that are kept in my home for safe keeping; but, are available for shows. Contact Connie Robinson 410.433.0991 – [connie.john@comcast.net](mailto:connie.john@comcast.net)



1920s Film Camera on Tripod



Civil War Surgeon's Kit



Queen Victoria Medal



U.S. and Foreign Postage Stamps

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**VI. PROP RESOURCES**

- A. Your personal items (if you wish to loan or donate them to CP).
- B. Keep email list of friends and family who have offered to loan items.
  - a. If loaned, issue them a signed *Receipt For Loan* form.
  - b. Make sure person or company is listed in Playbill under Acknowledgements.
- C. If someone DONATES an item, please ask them to complete the Receipt for Donation form, and submit to our Treasurer for acknowledgement.
- D. You can also ask the editor of our CP News&Cues newsletter to post a request in an issue for props needed, with your contact information. A request for props can also be made to our Marketing Director to post on our Facebook page, or the Colonial Players web site news scroll.
- E. Local stores – props and furniture:

Antiques At Annapolis 27 Riverview Ave, Annapolis 21403 <a href="mailto:antiquesatannapolis@gmail.com">antiquesatannapolis@gmail.com</a> 410-266-5550 Todd Scheminant (open 7 days a week 10-5:30)	Chris O’Connor (sells 1060s-1970s items,will loan to CP) <a href="http://www.nauhausmodern.com">www.nauhausmodern.com</a> <a href="mailto:nauhausmodern@gmil.com">nauhausmodern@gmil.com</a> 443.909.5087
Blue Crab Antiques, Inc. 55 Maryland Ave 21401 <a href="mailto:mail@bluecrabantiques.com">mail@bluecrabantiques.com</a> 443.949.7055 Michael Ernst <a href="http://www.bluecrabantiques.com">www.bluecrabantiques.com</a>	Evergreen Antiques 69 Maryland Ave, 21401 410-216-9067 Joanna IYoung <a href="https://www.facebook.com/EvergreenAntiques">Facebook.com/Evergreen Antiques</a>
Cha-Ching Consignments 667 Old Mill Rd., Millersville 21108 <a href="http://www.chchingconsignments.com">www.chchingconsignments.com</a> <a href="mailto:chachingconsighments@comcast.net">chachingconsighments@comcast.net</a> 410-729-2009 CGlynis Kuhblnk	Lutheran Mission Thrift Shop 230 West St, 21401 410-269-5016 Mon - Fri: 9– 4:30, Sat 10-2
Bon Vivant Antiques 104 Annapolis St, Annapolis, MD 21401 <a href="http://www.bonvivantantiques.com">www.bonvivantantiques.com</a> <a href="mailto:bonvivantantiques@yahoo.com">bonvivantantiques@yahoo.com</a> 410-263-9651 Carl Ihli	Joy Reigns Lutheran Church – thrift Shop 35 Mayo Rd, Edgewater, MD 21037 Open: Mon & Sat 9 am-1 pm
Out of The Box (consignments) 910 Bestgate Rd, Annapolis, MD 21401 (443) 775-5223 Open Tues – Sat 10-5	Goodwill Industries (see web site) Annapolis. Bowie, Crofton & Edgewater (if over age 55, Wed = 30% off)

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Partners in Care 8151-C Ritchie Hwy, Pasadena, MD 21122 <a href="http://www.partnersincare.org/boutique/">http://www.partnersincare.org/boutique/</a> (410) 544-4800	Antiques To Go 3117 Mountain Rd, Pasadena 410-360-7744
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Laurel Thrift Store Center  
9880 Washington Blvd N, Laurel, MD 20723 301-953-0090, 410-792-0090  
9 am - 9 pm, Monday-Saturday, 11 am - 7 pm, Sundays  
<http://www.mythriftys.com/>

RED, WHITE & BLUE THRIFT STORE  
123 Bowie Road, Laurel, MD 20707, (301) 490-4161  
9am – 6pm, Monday to Saturday  
<http://redwhiteandbluethriftstore.com/laurel-md/>

2<sup>nd</sup> Avenue Thrift Stores  
201 Fort Meade Rd, Laurel, MD 20707, (240) 297-9831  
Mon-Sat 9:00am-9:00pm, Sun 9:00am-9:00pm  
<http://www.2ndavestores.com/>

Brooklyn Park Value Village  
5604 Richie Hwy, #3 Brooklyn Park, MD 21225, (410) 789-8621  
Mon-Wed: 9:00-9:00, Thu: 9:00 am-7:00 pm, Fri-Sat: 9:00-9:00, Sun: 10:00 am-7:00 pm  
<https://stores.savers.com/md/brooklynpark/valuevillage-thrift-store-5118.html>

Habitat For Humanity Re-Store (Mon – Sat, 9am – 6pm, Sun, 9am – 6pm)  
711 E Ordnance Rd #701, Curtis Bay, MD 21226, (410) 437-7755  
<https://www.chesapeakestore.org/>

GypsyFaire (runs the first Saturday and Sunday of every month)  
1306 Mount Zion Marlboro Road, Lothian, MD  
[www.gypsyfaire.com](http://www.gypsyfaire.com)

Second Chance (Tues – Sat, 9 - 5)  
Architectural Antiques & Salvage. 1700 Ridgely St, Baltimore, MD 21230 410-385-1700  
[www.secondchanceinc.org](http://www.secondchanceinc.org)

The Loading Dock (salvaged building material, wood, tile, hardware)  
2 N Kresson St, Baltimore, MD 21224, (410) 558-3625  
<http://www.loadingdock.org/>



**VI. PROP RESOURCES (Continued)**

**Internet Search for props:**

Amazon [www.amazon.com](http://www.amazon.com)  
Ebay [www.ebay.com](http://www.ebay.com) Local  
Craig's List [www.craigslist.com](http://www.craigslist.com) Annapolis,/Baltimore  
Everything But The House - estate sales  
[https://www.ebth.com/categories?local\\_pickup=true&miles=25+miles+of&zip\\_code=21403](https://www.ebth.com/categories?local_pickup=true&miles=25+miles+of&zip_code=21403)  
FREecycle <https://groups.freecycle.org/group/AnnapolisMD/posts/all>

**Sources for Previously Found Items:**

**Fake Food:** <https://www.displayfakefoods.com/>

**Herbal Cigarettes:** [www.amazon.com](http://www.amazon.com)  
Honeyrose "V" Vanilla Flavor Tobacco Free Nicotine

**Breakaway Glass and bottles:** [www.newrulefx.com](http://www.newrulefx.com)  
7751 Densmore Ave., Van Nuys, CA 91406, 818-387-6450

**Guns/Rifles:** [www.preferredarms.com](http://www.preferredarms.com)  
Preferred Arms (Robb Hunter)  
3825 Jancie Road, Fairfax, VA 22030, 917-604-3008

**Newspapers (rare and early):** [www.rarenewspapers.com](http://www.rarenewspapers.com)

**Radio/TV items (to borrow):** [www.ncrtv.org](http://www.ncrtv.org)  
NCRTV Museum – Christopher Sterling  
2608 Mitchellville Rd., Bowie, MD 20716, 301-390-1020

**Car parts** – such as vintage car horns  
Ted Levitt (restores vintage cars)  
1507 Wild Cranberry Drive, Annapolis, MD 21401, 410-729-7099

**Civil War Artifacts**  
Michael Fitzpatrick (re-enactor – was consultant for CP's "Shiloh Rules" 2017)  
[fitzpatrickmike@hotmail.com](mailto:fitzpatrickmike@hotmail.com)  
443-926-3152

**VI. PROP RESOURCES (Continued)**

**Signs, plaques, maps, engravings:**

Signs By Tomorrow, 913 Commerce Road, Annapolis, MD 2140, 410-266-3341  
[Annapolis@signsbytomorrow.com](mailto:Annapolis@signsbytomorrow.com)  
[www.signsbytomorrow.com/annapolis](http://www.signsbytomorrow.com/annapolis)

**Printing:**

Free State Press  
90 Russell St Suite 300, Annapolis, MD 21401 - 410-269-1484  
<https://freestateprinting.com/>

High Starr Copy & Print Services  
2661 Riva Rd, Annapolis, MD 21401 - 443-837-0111  
<http://www.highstarrcopyservices.com/>  
[www.highstarrcopyservices.com](http://www.highstarrcopyservices.com)

**Other Sources:**

**2<sup>nd</sup> Star Theater** (Jane Wingard)  
16500 White Marsh Park Dr, Bowie, MD 20715, 410-757-5700  
<http://www.2ndstarproductions.com/>

**Spotlighters Theater** (Alan Zemla and Fuzz Roark)  
817 St Paul St, Baltimore, MD 21202, 443-842-6171  
<http://www.spotlighters.org>  
Alan – [aszemla@erols.com](mailto:aszemla@erols.com)

Shakespeare Theater  
Infinity Theater -  
Summer Garden Theater

AACC Theater Dept  
UMBC Theater Dept  
Center Stage – Baltimore



## VI. PROP RESOURCES (Continued)

### **How to Create Props:**

#### **Western Union Telegram, Self Mailing Telegram, Post Cards, Postage Stamps**

<http://www.hplhs.org/resources.php>

#### **Business Cards – Certificates – Signs - (most paper needs)**

Use Word .doc – Templates

Note: Calligraphy can be created in Word with specific fonts. But, if large signage is needed on wood or metal, contact **Signs by Tomorrow** for a quote.

#### **Food / Drinks**

Buy food items from Dollar Tree store, or create with Playdough.

Drinks are usually made with tea bags in water – varied strength, or apple juice.

#### **Seltzer Bottles – Vintage (created in “Toward Zero” May 2019)**

BROOKLYN SELTZER BOYS <https://www.brooklynseltzerboys.com/>

Alex Gomberg, Owner. 845-826-1165 cell

855 E. 92nd St, Brooklyn NY 11236 email: [bkseltzerboys@email.com](mailto:bkseltzerboys@email.com)

(Call first, ship USPS or from EBay seller. Will fill with water, and activate with CO2.) **NOTE: Instructions for Stage Managers.** When no one is drinking the seltzer water (before/after show) DO NOT refrigerate, and only shake once before squirting, if needed. Carbonation works bet if at room temperature. (Also should not refrigerate glass seltzer bottles because the cold causes condensation and makes glass bottle too slippery to hold for actor.)

#### **Police Report Templates (created in “Toward Zero” May 2019)**

<http://templatelab.com/police-report/>

Created small envelopes (donated by local coin shop) for police to place small crime scene evidence. We have a supply in the prop room in the POLICE EQUIPMENT bin.

#### **Facsimile Book Jackets (created for “Toward Zero” May 2019)**

<https://www.dustjackets.com/>

Created book jackets for Agatha Christie novels. Had to manipulate it a little to fit the book, then printed out on 11"x17" non glossy paper. Wrap around a period-size book.

**VI. PROP RESOURCES (Continued)**

**Newspapers:**

If a newspaper image is printed on large-format white paper, it can be lightly stained in watered down tea in large bucket – or wall paper trough – and laid out to dry – to look like actual newsprint paper.

## VII. CONTACT INFORMATION AND IMPORTANT NOTES

Submit any comments to: Connie Robinson: 410-533-0991 cell – [connie.john@comcast.net](mailto:connie.john@comcast.net)  
If you would like a digital copy of this Handbook, please submit your email request to Connie. It is helpful to use the digital copy to copy/paste information such as email addresses, and/or web sites.

### **Handbook Committee:**

Connie Robinson [connie.john@comcast.net](mailto:connie.john@comcast.net)  
Lois Banschler [lbanschler@gmail.com](mailto:lbanschler@gmail.com)  
Charlotte Robinson [char\\_robinson@hotmail.com](mailto:char_robinson@hotmail.com)  
MaryBeth Yablonski [mcyablon@verizon.net](mailto:mcyablon@verizon.net)

### **Important CP Contact Information (effective May 2021)**

Set and Furniture Edd Miller  
[mdoread@aol.com](mailto:mdoread@aol.com)  
Costumes Fran Marchand  
[fran.marchand@thecolonialplayers.org](mailto:fran.marchand@thecolonialplayers.org)  
Production Director Ernie Morton  
[ernie.morton@thecolonialplayers.org](mailto:ernie.morton@thecolonialplayers.org)  
Operations Director Wes Bedsworth  
[wes.bedsworth@thecolonialplayers.org](mailto:wes.bedsworth@thecolonialplayers.org)  
Carpenters Ted Yablonski  
[mcyablon@verizon.net](mailto:mcyablon@verizon.net)  
Treasurer Shannon Benil  
[shannon.benil@thecolonialplayers.org](mailto:shannon.benil@thecolonialplayers.org)

### **Other Notes:**

#### **Suggestions:**

- Save “contact sheets” from shows listing cast and crew with their emails and phone numbers.
- Keep list of shows on computer with inventory of props used for each show. You could take photos of set and prop table for your records.

**Photo Shoots At Annex:** Properties Designer should be present at the Photo Shoot held at the annex for each production. He/she might be asked to bring out props from the prop room. Only the Properties Designer should access the prop room, and is responsible for acquiring and/or returning the prop to the room at the completion of the photo shoot.

**Height Restrictions:** Height of set pieces on stage cannot be higher than 33” (for audience viewing

**VIII. FORMS**

(SEE ATTACHED)

SIGN OUT FOR PROPS

RECEIPT FOR PURCHASE OR LOAN

RECEIPT FOR DONATION

REIMBURSEMENT FORM

Other forms also available on our web site under “Download” link

<https://thecolonialplayers.org/index.php/downloads>

**NOTE:** A State Tax Exempt Certificate is available through the Producer of each show to be used when making purchases at Maryland stores. A copy is provided by our Treasurer, and the Certificate is considered confidential and used only by designers for making purchases for props and set pieces. Not ALL stores accept the certificate – but, most will.

# The Colonial Players, Inc.

108 East Street  
Annapolis, MD 21401



## SIGN OUT FOR PROPS

\_\_\_\_\_ Borrowed by The Colonial Player Theater Properties Designer (sign below)

For Group outside of Colonial Players Theater, this loan is authorized by (initial one):

\_\_\_\_\_ Connie Robinson 410-533-0991 c / 410-990-0118 h / [connie.john@comcast.net](mailto:connie.john@comcast.net)

\_\_\_\_\_ Charlotte Robinson 410-353-6621 c / 410-263-8277 h / [char\\_robinson@hotmail.com](mailto:char_robinson@hotmail.com)

Title of production: \_\_\_ CP \_\_\_ Group \_\_\_\_\_

Dates of Run \_\_\_\_\_

Contact Name: \_\_\_ CP \_\_\_ Group: \_\_\_\_\_

Contact's Phone #: \_\_\_\_\_

Contact's email: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Group's Address: \_\_\_\_\_

Date of loan: \_\_\_\_\_ (please return within one week after production closing)

**ITEMS LOANED** (description includes: color, size, quantity) Use back of sheet, if necessary.  
Note any modification borrower will perform (changes in paint color and design need approval)

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signature of borrower: \_\_\_\_\_ DATE: \_\_\_\_\_

signature of CP rep (for Group): \_\_\_\_\_  
(make copy for borrower)

DATE RETURNED: \_\_\_\_\_ CP REP INITIALS: \_\_\_\_\_

# The Colonial Players, Inc.

108 East Street  
Annapolis, MD 21401

Phone: 410-268-7373, x 304  
E-mail: treasurer@thecolonialplayers.org



## RECEIPT FOR PURCHASE OR LOAN

Item(s):

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For: \_\_\_ purchase or \_\_\_ loan from:

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For The Colonial Players Theater show:

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If purchased, amount and how paid:

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If borrowed, when should item be returned:

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Received by representative for The Colonial Players Theater (name):

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Seller or lender (name):

Print name: \_\_\_\_\_

Phone and/or Email address: \_\_\_\_\_

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

Comments:

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# The Colonial Players, Inc.

108 East Street  
Annapolis, MD 21401

Phone: 410-268-7373, x 304  
E-mail: treasurer@thecolonialplayers.org



## RECEIPT FOR DONATION

Item(s) – State value, if known.

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

### RECEIVED FROM:

Print name: \_\_\_\_\_

Mailing address for acknowledgement by theater:

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Phone and/or email address: \_\_\_\_\_

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Received by representative for The Colonial Players Theater :

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**Submit copy of this form to CP Treasurer for Acknowledgement to Donor**

# The Colonial Players, Inc.

108 East Street  
Annapolis, MD 21401

Phone: 410-268-7373, x304  
E-mail: treasurer@thecolonialplayers.org



## REIMBURSEMENT FORM

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

**Reimburse to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For Category, enter the category letter that corresponds to each purchase:

Show: \_\_\_\_\_

- |              |           |
|--------------|-----------|
| Costumes (C) | Set (S)   |
| Lighting (L) | Sound (N) |
| Props (P)    | Other (O) |

**General:**

- |                      |                 |
|----------------------|-----------------|
| Artistic (AR)        | Marketing (MK)  |
| Box Office (BO)      | Operations (OP) |
| Education (ED)       | President (PR)  |
| Human Resources (HR) | Production (PD) |

Date	Receipt attached Y/N	Description	Category	Total
			<b>TOTAL</b>	

**Approval:**  
Supervising Board Member \_\_\_\_\_  
or  
Producer \_\_\_\_\_

This form must be signed in order to receive reimbursement.