

Guidelines for using Props

- Props are available from the locked prop box located in IMA 301, a key is required from the Cage to access.
- Furniture props are available from the Workshop Mezzanine, IMA 305. Access to this area to be arranged with technical staff.
- Students must utilize props respectfully and for their designated purpose only.
- Students are responsible for returning all props to designated location in prop box and the mezzanine.
- Lock box at the end of use
- Candles are not allowed on set at any time.
- Fabrics to be replaced and stored properly as designated in the prop box.
- Do not dump props from your own production into the school's prop box. If you think a prop might be serviceable to the school, check with Valérie Kaelin for approval.
- Report damaged items to the Workshop Technician as soon as possible so that their repair can be undertaken in a timely manner.
- Curtain hardware, which is stored in a plastic dresser in the prop box, includes curtain rod holders. These should be hooked with ease over the head of a screw in the flat. When removing them, simply lift. Do not tear the curtain hardware away from the wall.
- Any items lost or damaged to be replaced by the student.

Flooring

- The Sound Stage floor cannot be painted.
- Use only specialized gaffer tape on floors only, no duct tape or masking tape. Remove ALL tape from the floor at the end of the shoot.
- Use appropriate floor coverings, many of which are available in the Sound Stage and in the Prop Box (lino / carpets / tongue & groove floorboards / interlocking sponge mats / painted floor cloths)
- Roll lino and carpets back into the specific sono tubes located in the Sound Stage and the Workshop Mezzanine, IMA 305.

Fines will be levied if protocols not followed.

I have read and understand that these protocols are to be followed:

Name: _____

Signed: _____

Date: _____

