

Prop/Set Worksheet

Tag ID: Prop/Set Name:

Prop / Set Description:

Prop/Set Type: Group / Category Item Type:

Other: Color: Time Period: Qty:

Materials: Size:

Condition: Special Effects:

Cost/Value: Replacement Cost: Rental Fee:

Designer: Prop/Set Maker:

Source: When Acquired:

Storage Location Details: Current Location

Needs Repair ? Repair Description:

Notes:

Is Prop Rented or on Loan from another organization or person?

Is Prop On Loan ? Prop From:

Prop Due Back to Owner:

Prop/Set Types	
Dressing	Personal
Rehearsal	Set
Weapon	

Colors			
Black	Blue	Brown	Clear/Transpare
Cream	Gold	Gray	Green
Multicolor	Orange	Pink	Purple
Red	Silver	Striped - B/W	Tan / Nude
White	Yellow		

Time Periods	
Civil War Era	Colonial Era
Contemporary	Early Victorian Era
Edwardian Era	Late Victorian Era
Regency Era	Renaissance / Medi
Romantic Era	World War II

Item Type				
Baby Carriage	Basket	Bed	Blanket / Bed Spread	Book
Bowl	Cane / Walking Stick	Chair	Cigarettes	Clock
Clothing / Garment	Coffee Table	Cup	Curtains	Flag
Floor Lamp	Food	Glass	Glasses	Gun
Hook / Fake Arm / Le	Letters	Matches	Paint Brush	Painting
Pen / Pencil	Piano	Pillow	Pipe	Plate
Pouch / Bag	Rocking Chair	Rug	Scenery Flat	Serving Dish
Shield	Side Table	Silverware	Sofa	Stuffed Animal
Suitcase	Sword	Table	Table Lamp	Tablecloth/Napkins
Tea Pot	Telephone	Toy	Toy - Model	Tray
Weapon	Wine Glass			