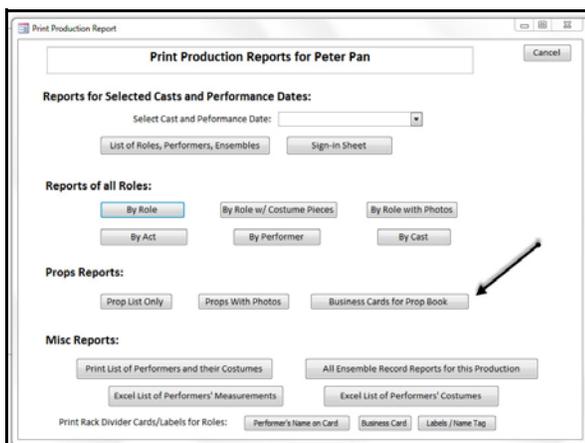


## Creating a *Prop Book*

Once your Props are inventoried, tagged, and stored you will be using them in a production. Since many props will have the Inventory Label on a string tag and not applied directly to the prop, you will need a way to keep track of those tags once they are removed from the prop to be used on stage. The "*Prop Book*" is an easy way to keep the tags together and to know which tag goes with each prop. Each page in the book holds a business card on one side (with a photo and prop description, storage location) and the inventory label on a string tag on the other side.

The steps to create the book are:

- 1) Assign a prop to a production on the Props screen.
- 2) Print the business cards for those props from the Production screen, Production Reports menu. (See below for business card stock info). Place one card per row in the business card holder on the left. Remove the inventory tag from the prop and place it in the corresponding holder on the right. When the show is over you can easily reunite the tag with the prop. The business cards can be stored and used again.



The things you need are: 3 ring binder; several business card pages - each sheet holds 5 business cards and 5 tags per page - which is enough for 5 props per page; and business card stock for your printer. (Business card stock, such as Avery 8371 and Business Card Pages such as Avery 76009 are available from any office supply store or online.)

Note: Business Cards can also be printed from the *Search Results* screen for Props found through a search.