

Prop/Set Worksheet

Date Entered in DB:

Photo File Name:

Tag ID: Prop/Set Name:

Prop / Set Description:

Prop/Set Type: Group / Category Part of Package

Item Name: Color: Time Period:

Materials: Size: H: W: D: Wt:

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:

Can this be Painted? Can this be stood on Is it Functional? Can this be controlled remotely ?

Is Prop On Loan ? Prop Borrowed From: Due Back to Owner:

Multiple? Qty:

Notes:

Colors

Black	Blue	Bronze	Brown
Burgundy	Clear/Transpare	Cream	Gold
Green	Grey	Multicolor	Orange
Pink	Purple	Red	Silver
Tan / Nude	Turquoise	White	Yellow

Prop/Set Types

Drapery	Dressing
Instruments	Personal
Rehearsal	Set
Weapon	

Time Periods

1900	1910	1920's	1930's	1940's
1950's	1960's	1970's	1980's	1990's
2000 +	Civil War Era	Colonial Era	Contemporary	Early Victorian Era
Edwardian Era	Late Victorian Era	Regency Era	Renaissance / Mediev	Romantic Era
World War II				

Item Type / Name

Baby Carriage	Basket	Bed	Blanket / Bed Spread	Book
Bow & Arrow	Bowl	Bread	Cane / Walking Stick	Chair
Cigarettes	Clock	Clothing / Garment	Coffee Table	Computer Monitor
Cup	Curtains / Drapes	Flag	Flat / Backdrop	Floor Lamp
Flowers	Food	Fruit	Glass	Glasses
Gun	Hook / Fake Arm / Leg	Keys	Lantern	Letters
Matches	Meat	Office - Stamp machin	Paint Brush	Painting
Pen / Pencil	Piano	Pillow	Pipe	Plate
Pouch / Bag	Proscenium Curtain	Rain Curtain	Rocking Chair	Rug
Scenery Flat	Scrim Drop	Serving Dish	Shield	Side Table
Silverware	Sofa	Stage Curtains	Stuffed Animal	Suitcase
Sword	Table	Table Lamp	Tablecloth/Napkins	Tea / Coffee Pot
Telephone	Tent /Teepee	Toy	Toy - Model	Tray
Tree/Landscaping	Trumpet	Turntable	Turntable Banding	Turntable 'Pie' Slice
Vase	Weapon	Wine Glass		