

SUNSET BOULEVARD

C-R Productions

PRESET / Props List

Production Stage Manager: Thomas J Coppola

Directed By: Xxx XXXXXXX

Updated: 4/7/2012

ACT ONE					
Pg.	#	ITEM	WHO	FROM	PRESET
53	1	Phone	Joe	SL	in wings
3	1	"Second Draft" of script (Green)	Joanna	SL	w/ actor
6	1	\$20 Bill	Artie	SL	in pocket
8	1	Folder w/ Synopsis	Betty	SL	w/ actor
20	1	Drink Tray	Max	SL	
20	2	Highball Glasses	Max	SL	on tray
34	1	Projector	Max	SL	
45	1	Bottle of Champagne	Max	SL	
45	2	Glasses of Champagne	Max	SL	
55	1	Icebucket	Max	SL	
55	1	Washcloth	Max	SL	
56	1	Chaise Pool Lounge	Joe	SL	
56	1	Open Bottle of Champagne	Joe	SL	
56	1	Glass of Champagne	Joe	SL	
1	2	Camera	Reporter	SR	w/ actor
1	2	Pencil/Notebook	Police / Reporter	SR	w/ actor
4	1	Court Order	Finanace Men	SR	w/ actor
6	1	Cigar	Morino	SR	w/ actor
7	1	Office Desk	Sheldrake's Office	SR	
7	2	Office Chairs	Sheldrake's Office	SR	
7	1	Intercom	Sheldrake's Office	SR	On desk
7	1	Cigar Boz	Sheldrake's Office	SR	On desk
7	1	Phone	Sheldrake's Office	SR	On desk
15	1	"Salome" First Draft (BIG SCRIPT w/ Ribbon)	Norma	SR	On Couch, SL side
15	1	Dead Chimpanzee	Norma	SR	on Norma's Desk
15	1	Blanket/Towel over Chimp	Norma	SR	On chimpanzee
21	1	Baby Coffin	Undertaker	SR	
26	1	Coffee Caraffe	Waitress	SR	
30	1	Pencil/Notebook	Betty	SR	w/ actor
30	1	"Blind Windows" Draft Sript (folder)	Betty	SR	w/ actor
34	1	Pencil	Joe	SR	on Norma's Desk
34	1	Wastebasket	Mansion	SR	on Norma's Desk
39	1	Cloth Tape	Salesman	SR	
39	#	Men's Suits	Salesman	SR	
39	#	Shoebboxes	Salesman	SR	
39	#	Shoes	Salesman	SR	
39	#	Hats	Salesman	SR	
39	#	Boxes	Salesman	SR	
45	#	New Years' Eve Décor	Mansion	SR	w/ salesmen boxes
60	1	Notebook or clipboard w/ Pen	Heather	SR	w/ actor
62	1	Director's Chair	Heather	SR	in wing
67	1	Typewriter	Betty	SR	on Betty's desk
67	1	"Blind Windows" Final (Blue)	Betty	SR	on Betty's desk
67	1	Office Desk	Betty's Office	SR	
67	2	Office Chairs	Betty's Office	SR	
67	#	Papers/scripts, etc	Betty's Office	SR	on Betty's desk
67	1	Pencil / Notebook	Joe	SR	on Betty's desk
69	1	Nail file	Beauticians	SR	
69	1	Cream	Beauticians	SR	
69	1	Syringe	Doctor	SR	
69	1	Book	Astologer	SR	
69	1	Pad	Analyst	SR	
69	1	"Blind Windows" Final (Blue)	Joe	SR	on massage table
78	1	Phone	Mansion	SR	on console ACT II
83	2	Camera	Reporters	SR	w/ actor
83	1	Video Camera	Reporters	SR	w/ actor
83	2	Pencil/Notebook	Reporters	SR	w/ actor

ACT ONE					
Pg.	#	ITEM	WHO	FROM	PRESET
26	2	Tables	Schwab's	SR/SL	
26	4	Chairs	Schwab's	SR/SL	
26	#	Cups of Coffee	Schwab's	SR/SL	
49	#	Glasses, cupes, etc	Ensemble	SR/SL	both sides, carried on
37	1	"Salome" Final Draft (Red)	Norma	USL	in bedroom
45	1	Gold Cigarette Case	Norma	USL	in bedroom
53	1	Phone	Max	USL	in bedroom
55	2	Bloody Wrist Bandages	Norma	USL	in bedroom
83	1	Revolver	Norma	USL	in bedroom
69	1	Massage Table	Mansion	USR	
15	1	Couch	Mansion		
15	1	Console Table	Mansion		
15	1	Desk	Mansion		
15	1	Desk Chair	Mansion		
15	#	Photographs	Mansion		On set
15	#	Candlesticks	Mansion		On set

DECK RUN SHEET:

PRE-SHOW

- ___ Preset entire show
- ___ Double Check all props up in Bedroom
- ___ Make sure Champagne bottle has "champagne" in it. (Ice Tea Mix and water. Left in fridge Downstairs)
- ___ Preset bottle of water next to cocktails glasses SL.
- ___ Preset chimpanzee and blanket on desk. (When drawer is facing you, the head goes on the left side)
- ___ Talk through quick changes w/ Actors as needed.
- ___ Check the Hog-Eye light House Right (turn on/off)
- ___ Make sure massage table is facing correct way (the legs with white spikes should be facing wall)
- ___ Sweep stage prior to 6:45 to allow for mopping.

ACT I:

- ___ Quick change Josh (Myron) w/ Coat ready (SR) after *POOL*
- ___ Assist with any other quick changes SR
- ___ During *Surrender*, cross SL and fill two cocktail glasses with the bottled water. BEFORE *SALOME*
- ___ Go to kitchen and bring up chilled "Champagne" bottle and set in ice bucket SL
- ___ Remove intercom/cigar box from Desk SR and replace with typewriter for Betty's office.
- ___ After Schwab's, strike table and fold up chairs; bring into stairwell.
- ___ During *Lady's Paying* help hand off/set up boxes for salesmen.
- ___ Cross SL during *Artie's Party*. Once drop is in, strike Champagne bottle, glasses and bucket from console.
- ___ Stay SL to hand off telephone to Joe. Stay to receive telephone, and hand off coat.

INTERMISSION:

- ___ Preset director's chair SR
- ___ Double check with Kate and Thomas gun is in the bedroom
- ___ Preset Blue script under pillow on massage table.
- ___ Do sweep for glasses/props in the wings

ACT II:

- ___ After scene change, during *Sunset Boulevard*, strike the New Years decorations from set
- ___ Move phone from bedroom to console table behind couch.
- ___ Hand off director's chair to Heather once in paramount
- ___ Take clothes for David from SL to SR; quick change (*Sampson*)
- ___ Assist with Massage table as needed going to preset

POST SHOW:

- ___ Put all props "to sleep" and away on prop shelf
- ___ Take pages of script from desk drawer and replace on "Salome" draft stack
- ___ Wash 2 champagne glasses and 2 rocks glasses thoroughly, bring back to SL
- ___ Replace champagne bottle downstairs in fridge. Make sure there is enough for tomorrow
- ___ Bring gun to Thomas