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Prop and set dressing list

What the buyer finds, what the set dresser places, and what goes back where it came from.

Production		**Shoot date**	
Art director		**Set decorator**	
Props buyer		**Version**	

Item no.	Scene	Set	Description	Qty	Spares	Source	Owner	Flags (breakable, perishable, electrical)	Reference photo	Afterwards	Notes
04.02	*4*	*Kitchen*	*Mug with a chip on one side*	*1*	*1*	*Buy*	*Set dresser*	*Breakable*	*Yes, before first take*	*Decide and record before the shoot*	*Bought from a charity shop. The chipped side faces camera. Use the spare without the chip for any close-up of the handle side.*

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Item no.	Scene	Set	Description	Qty	Spares	Source	Owner	Flags (breakable, perishable, electrical)	Reference photo	Afterwards	Notes

Lines listed	1
Pieces to source (quantity plus spares)	2
Lines to hire	0
Lines to buy	1
Lines to build	0

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Prop and set dressing list template

One master list for the props, the set dressing and the return of hired kit.

How to use this template

1. Fill in the production, shoot date, art director, set decorator, props buyer and version in the header. Update the version number each time you change the list.
2. Read the script for every object a character handles, eats from, drinks from, reads or looks at. Add a line for each, with its scene number.
3. Walk each room as the camera will frame it. Add the background dressing too: pictures, books, rugs, plants and curtains.
4. Give every line its own number, such as 04.01. Use the same number on labels, reference photographs and the shot list.
5. Describe each item in words a buyer can search for: size, colour, material, period and any make the script names.
6. Enter the quantity, then the spares. Anything that breaks, gets stained or appears in a close-up needs at least one spare.
7. Choose Hire, Buy or Build from the list in the Source column. A built item also needs a line on the construction list.
8. Name one owner for every line. 'The art department' is a team, not an owner.
9. Record what happens afterwards: returned to the hire house, sent back to the client, kept by a cast member or thrown away.
10. Replace the example in row 10 with your first line. The totals at the foot count from row 10, so the example is included until you change it.

Notes

Electrical items need a competent person to check them before they go in front of a camera. Ask the hire house for proof of testing, and treat anything without it as untested.

This is general guidance. A competent person must assess the actual kit.

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