CREA Art Department & Master Props Checklist

Hero Props, Set Dressing, Expendables & Rental Tracking Sheet (A4 Landscape / Production Grade)

Project Title: _____ **Shoot Dates:** 2026-___-___ 〜 ___-___ **Production Designer / Prop Master:** _____

Production Contact: _____ **Stage / Location:** _____ **Revision Version:** Rev 1.0 (____-____-____)

Item #	Scene	Item Name & Technical Specs	Character / Set	Category	Source	Status	Due Date / Vendor	Custodian	Reset / Continuity / Damage Notes
P-01									
P-02									
P-03									
P-04									
P-05									
P-06									
P-07									
P-08									
P-09									
P-10									
P-11									
P-12									
P-13									
P-14									
P-15									
P-16									
P-17									
P-18									
P-19									
P-20									

CREA Art Department & Master Props Checklist

Hero Props, Set Dressing, Expendables & Rental Tracking Sheet (A4 Landscape / Production Grade)

Project Title: Echoes of Midnight (Short Film)
Shoot Dates: Nov 4 - Nov 6, 2026 (3 Days)
Production Designer / Prop Master: Sarah Jenkins / Prop Master: Dan Harris
Production Contact: Prod Office: +1 (555) 019-2834
Stage / Location: CineStage 4 / Exterior Alley
Revision Version: Rev 2.1 (Oct 27, 2026)

Item #	Scene	Item Name & Technical Specs	Character / Set	Category	Source	Status	Due Date / Vendor	Custodian	Reset / Continuity / Damage Notes
P-01	Sc 1, 4	Vintage Brass Pocket Watch (Custom photo	Lead: Julian	Hero Prop	Purchased & Age	Inspected & Packed	Post-Wrap Archive	D. Harris (Props)	1930s style brass patina. 1 hero + 1 ru
P-02	Sc 1	Wax-Sealed Parchment Letter (Hero readab	Lead: Julian	Hero Prop	Fabricated In-Ho	Sealed & Prepped	Expendable	M. Scott (Asst Prop	3 hero copies + 2 rehearsal copies pre
P-03	Sc 2, 5	Art Deco Emerald Banker Desk Lamp (Funct	Study Set (Set A)	Set Dressing	Rental (Old Town	Rigged & Tested	Nov 7 @ 14:00	S. Jenkins (Art Dir)	Wired to 110V dimmer pack, 2700K tu
P-04	Sc 2	Antique Leather-Bound Books (Set of 25 vol	Study Bookshelf	Set Dressing	Rental (Heritage	Dressed on Set	Nov 7 @ 18:00	K. Lee (Set Dresser	Fragile vintage items. No practical liq
P-05	Sc 3	Brushed Chrome Fluid Lighter	Detective Vance	Personal Prop	Purchased New	Filled & Spark Check	Prod Asset	D. Harris (Props)	Tested 30 consecutive strikes. Extra fl
P-06	Sc 3	Herbal Prop Cigarettes (Screen-accurate re	Detective Vance	Expendable	Purchased (Hone	10 Packs in Stock	Expendable	M. Scott (Props)	100% tobacco and nicotine free. Acto
P-07	Sc 4	Non-Firing Dummy Revolver (.38 Metal Repl	Suspect	Armory / Weapo	Licensed Armore	Locked in Vault	Nov 5 Wrap	Armorer: T. Miller	State permit verified. Stored in locke
P-08	Sc 5	Breakaway Sugar Glass Whiskey Bottle	Bar Fight Action	Action / Stunt Pr	Purchased Speci	3 Ready for Action	Expendable	D. Harris (Props)	Fragile resin/sugar glass. Store in coo
P-09	Sc 6	FX Stage Blood (Wardrobe Washable + Dark	Julian (Wounded)	SPFX / Makeup	In-House Mix	Filled in Squeeze Bo	Expendable	HMU Dept: Zoe R.	Wardrobe version tested on stunt clo
P-10	Sc 6	Water Mist Compression Sprayers & Floor	Alley Wet Asphalt	Atmosphere / Eff	G&E / Props	Pressure Checked	Nov 6 Return	Key Grip / Props	Verify stage drainage grates open. Sq