

## Props Run Sheet

**SM (Kelly) SR (Katie) SL (Kathryn) Intern (KD)**

Character names in ALL CAPS

Actors in **RED** H/O=HANDOFF

WHO

WHERE

WHEN

WHAT

### PRESHOW

Elizabeth,  
Garrett

SL, SR

**Kathryn**

ONSTAGE

Elizabeth

SL, SR

Garrett

Prop Tables

Garrett

Prop Tables

Garrett &  
Elizabeth

SL Prop Table

Elizabeth

SL Storage

Preshow

Elizabeth

SL Prop Table

Garrett

ONSTAGE

**CHECK** Top of Show Preset List

**RESTORE & RESET** Props

**RESET** Paper Drop (Electrics & Apprentices HELP!)

**SET** Nilla Wafers in Tray Bowls (5 each, 2 trays on both sides of the stage)

**TRACK** All Newsie Bags to SL Prop Table

**CHECK** All Newsie Bags for Newspaper

**STRIKE** Newspaper if applicable

**REROLL** All Newsie Bags EXCEPT JACK, CRUTCHIE, DAVEY & LES

**HANG** DAVEY & LES Bags on SL Wall Hook

**SET** Newsie Bags on the NEWS CART (UPSTAGE SIDE)


**SET** JACK & CRUTCHIE Bags on the NEWSCART (DOWNSTAGE)



**CHECK/SET** Pencil in LES's Bag

**SET** Laundry Lines on Center Tower





WHO	WHERE	WHEN	WHAT
Garrett	SR Storage	Preshow	<div>CHECK/SET Distribution Unit Distribution Papes, Single Stack, Money Box on TOP of Stack</div> <div></div>
FIGHT CALL			
Garrett	SR 3	Fight Call	HANDOFF Baseball Bats to Merrick & Griffin
	SR 3		HANDOFF Police Batons to Nick & Tim
	SR 3		HANDOFF Police Whistle & Handcuffs to Tim
Elizabeth	SL 3		HANDOFF Crutch to CRUTCHIE (Tylka)
HALF HOUR			
Kathryn	DECK	Checklist COMPL.	CONFIRM Props are SET for TOS
PLACES			
Kathryn	SL Table	PLACES!	HELP Ian w/ Shaving Cream
Elizabeth	SL 3/ ONSTAGE		HANDOFF CRUTCHIE's Crutch to Tylka
Have a great show!			

WHO	WHERE	WHEN	WHAT
ACT ONE			
Prologue – Rooftop, Dawn			
#1 Overture			
#2 Santa Fe (Prologue)			
Elizabeth	SL 3	Top of #2 Santa Fe Prologue	CHECK Banner Props Shaving Supplies to Ian, Toothbrush to Arick, Spray/Cologne & Black Mirror to Tallulah, Silver Comb to Brian
Garrett	SR 3		CHECK Banner Props Lotion to Regine, Gold Comb to Zach, Other Comb to Makayla, Compact & Comb to Gabi
Garrett	SR 3		CHECK Cigar to RACE (Zach)
Elizabeth	SL 3		CHECK Chalk to Nick
#2A Prologue (Playoff)			
Elizabeth	SL 4	TRANSIT COMPL	RECEIVE Laundry Line from Merrick
Garrett	SR 4		RECEIVE Laundry Line from Griffin TRACK to SL Prop Table
Scene One – Newsboys' Loading House & Newsie Square			
#3 Carrying The Banner			
Elizabeth	SL 3	Top of #3 Carrying the Banner	HANDOFF Metal Trays w/ Mugs & Wafers to the NUNS (Kasey & Ellen)
Garrett	SR 3		HANDOFF Metal Trays w/ Mugs & Wafers to the NUNS (Hannah & Myranda)
Elizabeth	SL Prop Table	Post Nuns	HANDOFF DAVEY & LES Bags to DAVEY (Andy)
Elizabeth	SL 3	Cart Ex	STRIKE Extra Bags OFF News Cart
#3 Carrying The Banner (Tag)			
Elizabeth	SL 3	Top of #3 (Tag)	CHECK Shaving Kit to NUNZIO (Tim) CHECK Cigar to PULITZER (Tom)
Elizabeth	SL Prop Table	Final 'GO!'	RECEIVE Newsboy Bags CLEAR Newspaper from Newboy Bags
Scene Two – Pulitzer's Office			
#4 The Bottom Line			
Garrett	SR to SL	Scene Set	TRACK ALL ROGUE NEWSBOY BAGS TO SL
Elizabeth	SL Prop Table	Top of #4 Bottom Line	CHECK 2 Newspapers to DAVEY (Andy)
Elizabeth	SL Prop Table		CHECK/HANDOFF Newsie Bags to ENSEMBLE

WHO	WHERE	WHEN	WHAT
Garrett	SR 3	Top of #4 Bottom Line	CHECK/HANDOFF CRUTCHIE & JACK Bags to <b>Tylka &amp; Brendan</b>
Elizabeth	SL Prop Table		CHECK/HANDOFF Dime to <b>Lacey</b>
Elizabeth	SL 1	NUNZIO Ex	CHECK/RECEIVE Shaving Kit from NUNZIO ( <b>Tim</b> )
Elizabeth	SL 2	PULITZER Ex	CHECK/RECEIVE Cigar from PULITZER ( <b>Tom</b> )
<b>Scene Three – A Street Corner</b>			
Elizabeth	SL Prop Table	QUICK CHANGE COMPL.	CHECK/HANDOFF Police Baton to <b>Tim</b>
<b>#4A Carrying The Banner (Reprise)</b>			
Garrett	SR 3	Scene Set	HANDOFF Stage Lights to <b>Ian &amp; Jalen</b>
Elizabeth	SL Prop Table	Scene Set	HANDOFF Clipboard & Pencil to <b>Nick</b>
Elizabeth	SL 3	H/O COMPL.	QUICK HANDOFF Rope to <b>Alex</b>
<b>#5 The Chase</b>			
<b>Scene Four – Medda's Theater</b>			
Elizabeth	SL Prop Table	MEDDA Ent.	RECEIVE Stage Lights from Ian & Jalen (DEAD)
Elizabeth	SL 1	Showgirl EX	HANDOFF Feather Fans to <b>Kasey, Hannah, Myranda, Ellen</b>
<b>#6 That's Rich</b>			
<b>#6A I Never Planned on You/Don't Come A-Knocking</b>			
Garrett	SR 3	End of #6A A-Knocking	RECEIVE Feather Fans from <b>Kasey, Hannah, Myranda, Ellen</b> TRACK to SL Storage WHEN ABLE
<b>#6B To The Distrubution Window</b>			
Garrett	SR Prop Table	KATHERINE EX.	CHECK IN w/ <b>Becca</b> about Notebook
<b>Scene Five – Newsie Square</b>			
Garrett	SR 1/Prop Table	Top of Scene/Before Tables are PRESET	SET Jacobi's Tray on Black Apple Box RECEIVE at Prop Table <b>END OF SCENE</b>
<b>#7 The World Will Know</b>			
Elizabeth	SL Prop Table	BEGINNING OF TRANSITION	CHECK KATHERINE's Notebook, Pencil, & Newspaper Drawing to KATHERINE ( <b>Becca</b> )
<b>Scene Six – Jacobi's Deli &amp; Street</b>			
<b>#8 The World Will Know (Reprise)</b>			
<b>Scene Seven – Katherine's Office</b>			



WHO	WHERE	WHEN	WHAT
#9 Watch What Happens			
Elizabeth	SL Storage	Scene Set/Top of Song	<b>SET 6 'Seize The Day' Papers in News Cart</b> 
Garrett	SR Storage	Top of Song	<b>SET 6 'Seize The Day' Papers in Distribution Unit</b> 6 Rippable Papes on counter top, 1 Scab Stack on top of Rippable Papes, 2 Scab Stacks on left stack of papes 
#9A Watch What Happens (Playoff)			
Scene Eight – Newsie Square			
#10 Seize The Day			
Elizabeth	SL 1	<b>SCAB's</b> Ent.	<b>PRESET</b> Camera & Flash
Elizabeth	SL 2	First "STRIKE"	<b>HANDOFF</b> 3 'Seize The Day' Rippable Papes
Garrett	SR 2	First "STRIKE"	<b>HANDOFF</b> 4 'Seize The Day' Rippable Papes
Garrett	SR 2	Post Papes H/O	<b>HANDOFF</b> Handcuffs, Police Baton & Whistle to <b>Tim</b> <b>HANDOFF</b> Police Baton to <b>Nick</b>
Garrett	SR 1	<b>Griffin &amp; Merrick</b> EX	<b>HANDOFF</b> Baseball Bats to <b>Griffin &amp; Merrick</b>

WHO	WHERE	WHEN	WHAT
<b>Kathryn</b>	SL	Trick Section of #10	<b>HANDOFF</b> Non Rippable Newspaper to LES <b>(Issac)</b>
<b>#10A Seize The Day (Tag)</b>			
Elizabeth	SL 1	Top of #10A	<b>RECEIVE</b> Camera & Flash
<b>#11 The Fight</b>			
Elizabeth	SL 4	Police Whistle	<b>HANDOFF</b> Laundry Lines to <b>Makayla &amp; Gabi</b>
Garrett	SR 2	<b>Delancy Bros</b> EX	<b>RECEIVE</b> Police Batons (2), Baseball Bats (2), Handcuffs
Garrett	SR 2	<b>SNYDER</b> EX	<b>RECEIVE</b> CRUTCHIE's Crutch
<b>Scene Nine – Rooftop</b>			
Elizabeth, Garrett	SL, SR	Top of #12	<b>BEGIN</b> Intermission Duties
<b>#12 Santa Fe</b>			
<b>END OF ACT ONE</b>			

WHO	WHERE	WHEN	WHAT
INTERMISSION			
Elizabeth	SR	Intermission	<b>STRIKE</b> ALL NEWSBAGS FROM DISTRIBUTION UNIT <b>ADD</b> Rolled Up Laminated Newspapers into ALL BAGS
Garrett	SL to ONSTAGE		<b>SET</b> King of NY Props, Center Table/On floor against wall 2 Brooms
Garrett	ONSTAGE		<b>CHECK</b> King of NY Prop Boxes on Deli Tables SL 4 Metal Cups <b>STACKED into Two Stacks of Two</b> , 1 Pan & Spoon, 10 Spoon Sets SR 4 Metal Cups <b>STACKED into One Stack</b> , 1 Pan & Spoon, 10 Spoon Sets, 2 Pan Lids
Elizabeth	SL Storage		<b>SET</b> NY Sun Paper Paper on PULITZER's Desk
Garrett	ONSTAGE		<b>SET</b> Tube with Refuge Sketches on Center Tower
Garrett	ONSTAGE		<b>SET</b> Hook & Lantern on Center Tower
Elizabeth	SR		<b>SET</b> 7 Newsie Bags in the DISTRUBUTION UNIT
Elizabeth	SR		<b>SET</b> JACK's & CRUTCHIE's Newsie Bags in DISTRUBUTION UNIT
Elizabeth	SL		<b>CHECK</b> DAVEY & LES's Newsie Bags to SL Prop Table
Elizabeth	SL		<b>CHECK</b> ALL OTHER Newsie Bags to SL Prop Table
Elizabeth, Garrett	SL, SR		<b>STRIKE</b> Props from Tower Prop Bins
Garrett/ WARDROBE	ONSTAGE		<b>SET</b> Apron (Jalen & Ian's) in SR Tower Drop Pin
Garrett	SR Prop Table		<b>STRIKE</b> 5 Cups & Glass of Seltzer from JACOBI's Tray <b>SET</b> 2 Cups on JACOBI's Tray
PLACES			
Elizabeth	SL Table	Places	<b>CHECK</b> NY Sun Paper to KATHERINE <b>(Becca)</b>
Elizabeth	SL Table		<b>HANDOFF</b> 2 Blankets & 2 Pillows to Teen Ensemble
Have a Great Act Two!			

WHO	WHERE	WHEN	WHAT
ACT TWO			
Scene One – Jacobi's Deli			
#12A Entr'Acte			
#13 King Of New York			
#13A King Of New York (Tag)			
Elizabeth	SL 1	End of #13A Tag	RECEIVE Broom from RACE (Zach)
Scene Two – The Refuge			
#14 Letter from The Refuge			
Elizabeth	SL 3	Top of #14 Letter From	HANDOFF Extra Crutchie Letter to SPECS (Alex)
Elizabeth	SL Prop Table		HANDOFF Envelope w/ \$\$\$ to MEDDA (Aurelia)
Garrett	SR Prop Table		HANDOFF NY Sun Paper to DAVEY (Andy)
#14A Refuge (Playoff)			
Elizabeth	SL 3	Actors EX	RECEIVE Refuge Props IN DROP BUCKET from Teen Ensemble & CRUTCHIE (Tylka)
Scene Three – Medda's Theater			
#14B Jack's Painting			
#15 Watch What Happens (Reprise)			
Elizabeth	SL Prop Table	During #15 Reprise	HANDOFF Wad of Cash to Nick
Kathryn	SL Prop Table		HANDOFF Brass Knuckles to OSCAR (Merrick)
#15A Back to Pulitzer's Office			
Scene Four – Pulitzer's Office/Pulitzer's Cellar			
#16 The Bottom Line (Reprise)			
Katie	SR 2	TRANSITION COMPL	RECEIVE Brass Knuckles from OSCAR (Merrick) TRACK to SL Prop Table WHEN ABLE
Elizabeth	SL 3		HANDOFF SL NYC Burrough Signs FLUSHING to Ian, RICHMOND to Tanner, BROOKLYN to Jalen
Garrett	SR 3		HANDOFF SR NYC Burrough Signs BRONX to Arick, MANHATTAN to Zach
Garrett	SR 3	QUICK CHANGE COMPL.	HANDOFF SR NYC Burrough Sign WOODSIDE to Griffin
Garrett	SR Storage	Printing Press EX	RESET White Sheet onto Printing Press
Scene Five – Brooklyn Bridge & Medda's Theater			



WHO	WHERE	WHEN	WHAT
#17 Brooklyn's Here			
Elizabeth	SL Storage	PULITZER's Desk EX	SET Phones (4) on Left Side of PULITZER's Desk STRIKE NY Sun Paper
Elizabeth	SL 2	Actors begin EX	RECEIVE RICHMOND Sign from <b>Tanner</b>
Scene Six – Rooftop			
#17A To the Rooftop			
#18 Something to Believe In			
Elizabeth	SL 3	Top of #18 Believe In	HANDOFF Candles (5) to <b>Gabi, Hannah, Lacey, Ellen, Myranda</b>
Garrett	SR 3		HANDOFF Candles (5) to <b>Zach, Regine, Isaac, Makayla, Kasey</b>
Garrett	SR 3		HANDOFF Candles (3) & Keys to DAVEY ( <b>Andy</b> )
Scene Seven – Pulitzer's Cellar			
Garrett	SR 2	Top of Scene	RECEIVE Sheet from KATHERINE ( <b>Becca</b> )
#19 Seize the Day (Reprise)			
#20 Once and For All			
Elizabeth, <b>Kathryn</b>	SL	Kids ON DECK	HANDOFF Single Newsie Banner Sheets TO ALL CHILDREN!
#20A Once and For All (Playoff)			
Garrett, <b>Katie</b> , SR Crew	SR	Kids EX	RECEIVE Single Newsie Banner Sheets FROM ALL CHILDREN
Scene Eight – Pulitzer's Office			
#20B Seize the Day (Reprise Two)			
Elizabeth	SL Prop Table	TRANSITION COMPL	HANDOFF Coin, Wad of Cash & Single 'Newsies Banner' to JACK ( <b>Brendan</b> )
Scene Nine – Newsie Square			
#21 Finale Ultimo (Part One)			
Elizabeth, <b>Kathryn</b>	SL 3	PULITZER 'Get Back to Work!'	HANDOFF Newsie Bags to Ensemble RECEIVE Newsie Banner Kabuki Papes from <b>Ellen</b>
	SL 3		HANDOFF DAVEY & LES's Newsie Bags to DAVEY ( <b>Andy</b> )
#21A Finale Ultimo (Part Two)			

WHO	WHERE	WHEN	WHAT
Elizabeth, <b>Kathryn</b> , Garrett, <b>Katie</b>	SL 2 & 3 SR 2 & 3	End of #21A/ <i>Blackout</i>	<b>RECEIVE ALL BAGS THROWN INTO THE WINGS</b>
#22 Bows			
<b>Katie</b>	SR 1	STANDBY AT TOP OF BOWS	<b>RECEIVE</b> Tallulah's Hat <b>TRACK TO SL!</b>
Garrett	SR 1		<b>RECEIVE</b> CRUTCHIE's Crutch
Garrett to <b>Kathryn</b>	SR to SL	RECEIVE COMPL.	<b>TRACK</b> CRUTCHIE's Crutch to Kathryn
<b>Kathryn</b>	SL 2	CRUTCHIE Ex	<b>HANDOFF</b> Crutch to CRUTCHIE ( <b>Tylka</b> )
#23 Exit Music			
END OF ACT TWO			
POST SHOW DUTIES			
Garrett	DRESSING ROOMS	End of Show	<b>CHECK</b> if Wad of Cash was returned, if not <b>RETRIEVE</b> Wad of Cash from PULITZER ( <b>Tom</b> )
Garrett	ONSTAGE		<b>RETRIEVE</b> All Props from Tower Drop Boxes <b>RESTORE</b> Props to their collective sides
Elizabeth	SL Prop Table		<b>RETRIEVE</b> NUNZIO's (Tim) Shaving Cover & Towels from Shaving Kit <b>TRACK</b> to WARDROBE for Laundry
Elizabeth	SL to Paint Shop		<b>WASH</b> Becca's Water Bottle
Elizabeth, Garrett	SL/SR Prop Tables		<b>TIDY UP</b> All Prop Tables
			<b>CHECK IN</b> W/ <b>Kathryn</b> for Prop Notes, Breaks, Items for the REPORT!
Thank you for your hard work!			