

PROPS COMMITTEE

1. The Props Committee should obtain and supervise the use of all properties that the program talent requires.
2. Contact trade show chairman to obtain a list of names and addresses of exhibitors to see if props may be borrowed from them.
3. Contact convention chairman before convention and give him a list of props he expects the hotel to furnish and when they will be needed.
4. The Props Chairman is responsible for the following: Microphones, PA system, etc., and make sure they are operative
5. Contact hotel maintenance people and in-house AV supplier to locate light switches, dimmers, electrical outlets, etc., and become familiar with their operation.
6. If models are needed, contact the appropriate person to obtain them and find out the cost, if any.
7. If equipment or props are borrowed from exhibitors, contact them in advance and remind them to bring what is needed.
8. Have someone familiar with light switches available at all programs.
9. Meet all program talent prior to time of their program to work out details such as:
Someone to run the projector and when to raise or lower lights
10. Use of stagehands during presentation
11. Send letters of appreciation to all whom helped, particularly exhibitors who supplied equipment.