

## Undergraduate Production Prop Weapon Check-In Log

From the UP regulations: *One designated student will be responsible for oversight of all prop weapons used in a production. This student must pick up prop weapons at UP office, document transportation using the Prop Weapon Chain of Custody Form, and track prop weapons using the Prop Weapon Check In Log. These forms can be found here. The responsible student will retain responsibility for the use, care, and maintenance of the prop weapon until its return to Undergraduate Production. Prop weapons must be transported in a locked transport case provided by UP, and will be secured in a locked room when not in use. At no time may prop weapons be stored in a student’s room. **Unsecured prop weapons will be eliminated from the production.***

To the designated responsible student: Please use this form to track that all weapons are accounted for after each rehearsal and performance. Fill in the dates (and times, if appropriate) in the first row. Start a new log when necessary and retain all pages of the log with the stage weapons until they are removed from the theater. Your UP advisor will collect the log after the last performance.

Responsible Student Name \_\_\_\_\_

By initialing below, you are certifying that you have checked each of the weapons back in and have secured them in the designated locked area. Any missing stage weapons should immediately be reported to your UP advisor.

Dates/Times of Rehearsals/Performances

Weapon Name														
Sample – UP #29 Confederate Sword	KK	KK												

