



## Prop Shop Rules and Regulations

### **Shop Attire:**

- CLOSED toed shoes must always be worn during the scheduled work hours.
- Pants such as Jeans, Khakis, Cargo & Leggings (depending on the days plan) are acceptable within the work area. Shorts, skirts, or any other bottoms are not permitted in the shop at any time.
- Shirts must cover you fully meaning no tank tops, overly ripped shirts, crop top...etc.
- Short sleeved shirts and long sleeve shirts are allowed without any offensive or none work appropriate materials on them.
- Hair must be pulled back and kept out of your face/front of body for safety purposes.
- Light Jewelry is permitted, but excessive Jewelry is not when working in the shop.
- Please be sure to apply the appropriate personal hygiene before/during work.
- If you come to work with inappropriate clothing, you will be sent back to your housing to change into appropriate work attire.

### **Attendance:**

- You are to report to the Prop Shop at your scheduled time wearing the appropriate attire and with your needed materials.
- If you are going to be late or absent from work, you need to inform the Props Master along with the Assistant Props Master.
- You are not expected to know everything, but it is pertinent that you show up to work with a willingness to learn and attempt new situations.
- You **MUST** be at Tool Training (or separately trained) in order to use any of the tools listed on the Tool Training Sheet.

### **Expectations:**

- Begin and maintain a positive attitude during each and every workday.
- Respect yourself and your co-workers.
- Keep an open mind towards new tasks.
- Keep your work area and shop clean.
- Ask questions!!! Especially if you are unsure!
- Check your work at least two times before the cutting or construction process.
- Show up to each call ready to work.



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### **General Shop Rules:**

- If you haven't completed tool training with the Props Master or Assistant Props Master, then you cannot work until it is complete.
- No one other than the Props Master or Assistant Props Master is permitted to be in the shop or office alone at any given point. If cutting should need to happen then there **MUST** be **AT LEAST** one other person in the shop.
- No extra work is permitted without the supervision or permission from the Props Master when the shop is closed.
- Safety is the number one priority in the CCO Prop Shop. You will **NEVER** be forced to do something you are not comfortable with, but you will be taught the safe way of conducting that activity.
- You are not permitted to work under the influence of any drugs or alcohol.
- Tools must be cleaned before returning them to their storage spaces.
- Doors must be closed and locked when leaving the shop.