

Prop List Template

CELT X

Use this template during script breakdown and pre-production to track every prop your production needs, where it appears, who uses it, and whether it's ready for set.

Project Details

Project Title _____
Production Date(s) _____
Prepared by _____
Version/Date Updated _____

Prop List

[illegible]

Important Checks

Check if any prop:

- ☐ Needs a duplicate or backup
- ☐ Gets eaten, broken, burned, torn, dirtied, thrown, or altered
- ☐ Appears in close-up
- ☐ Changes condition between scenes
- ☐ Needs legal clearance, brand clearance, or artwork/photo permission
- ☐ Requires safety supervision, specialist handling, or a stunt version
- ☐ Needs to match continuity across multiple shoot days
- ☐ Must be packed, transported, reset, or returned after filming

Final Checks

- ☐ Is every scripted prop accounted for?
- ☐ Are duplicates listed where needed?
- ☐ Are continuity changes clear?
- ☐ Are safety or clearance concerns flagged?
- ☐ Does the prop list match the latest script and shooting schedule?
- ☐ Has the latest version been shared with the right team members?