Play:

Stage Manager
Props Sheet

REHEARSAL DATE	PAGE	SCENE	WHAT/PROP	WHERE/PRESET	WHO/ON STAGE	WHEN/OFF STAGE	WHERE/OFF STAGE	WHO/OFF STAGE	TRANSITION
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WHERE/PRESET	where should be preset
WHAT	description of it
WHO/ON STAGE	who brings it or handles it first
WHEN/OFF STAGE	when it goes off stage
WHERE/OFF STAGE	where it ends up
WHO/OFF STAGE	who takes it off
TRANSITION	tr. of it from a place to another