

Free Prop Inventory Template

CINEVIEW COMMUNITY RESOURCES · ORIGINAL EDITABLE TEMPLATE

Track props, owners, set placement and returns.

Project: _____ Date: _____ Version / owner: _____

Item and owner

Scene or set

Item / owner	Scene / condition	Storage / return

Details, checks and handover

Condition and placement

Return and storage notes

Action / open question	Owner	Due / completed

How to use this template

Check borrowed items before use and at return. Record damage, owner permissions and who is responsible for each handover.

Complete project identifiers first. Duplicate log rows or pages as needed, keep a dated version and share the current copy with the relevant team. These documents are optional to share with Cineview; tell the studio your space, dates and equipment requirements.

Use and limits

Free to adapt for your production. Keep the website credit when sharing the unchanged template. Educational planning aid, not legal, financial or safety advice. Check facts and permissions for your project, protect personal information and obtain competent professional input where needed.