Dear Ms. Hoy,

My name is Fred Woodruff and I currently am a senior student in Mr. Faw's Honors Theatre class. The seniors of the class are working on a project for our final exam, the seniors have to put on a play that is completely student led. Each senior is required to take on a specific role in the production process, I have taken on the role of Props Master.

One of the aspects of the process is to take on a mentor who can help guide us through the experience and teach us about the job itself. I know that you have worked with Pinecrest Players in the past and I would be incredibly honored if you would be my mentor for this Project.

If you would be interested, I would be very greatful for your help and I would be happy to explain what I would need from you. Thank you very much for your time and consideration

I would be happy to work with you on your project. Being retired, I am fairly flexible with my time although I do have some afternoon commitments. When you know what you need and when, please let me know. Being in charge of props can be very challenging and can often go unnoticed by the audience. But that's when you've actually done your job. If something doesn't fit the time period, etc, the audience is prone to notice and think to themselves that the prop really doesn't belong.

Ms. Hoy, thank you so much, I'm really grateful for any help that you can offer me. Is this email a good place for me to contact you probably fairly regularly? I'll be coming to you with questions, mostly regarding the production, but also about the job of Props Master itself.

This email is fine. I check it frequently so that won't be a problem. If you decide you would like to meet and talk, I'm willing to drive into Pinecrest at your convenience.
Alright, that sounds good. As of right now, we haven't completely jumped into the process, so for now, I'll most likely email you, but within the next weeks, I might like to meet you in person to figure out some things.

Just let me know what you need.

I have a question, for the play, there is a gun used by one of the characters. It is referenced to be specifically a woman's gun. What would you recommend doing to figure out what type of gun to use and how to acquire a reasonable prop? Sorry I haven't contacted you in a few days, I've had a hectic past couple days.

No problem - Faw has a started pistol that would be perfect. It's small and black. They used it in Guys and Dolls. There is also a Lone Ranger type gun in the prop closet but I think the starter pistol is your best bet.

Okay, that should work well. And just out of curiosity, if I were to try and find a different gun prop, how would I go about finding and/or acquiring one?

Actually they are tricky to find because you can't have a real gun on stage at school. We used real guns that belonged to a friend of mine back in Iowa and did here for Moore on Stage. But I know you'd have a hard time using one in a high school. I never had to find an authentic looking toy gun but I'm sure they exist somewhere.