



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: PRODUCTION REQUESTS FOR THE VIDEOTAPING OF SPEECHES	Code: II0500
Policy Reference: N/A	

Questions about the videotaping of a speech should be directed to the director of Program Production at 297-7548. If station management determines that the speech might be worthy of broadcast, arrangements will be made to cover the speech, pending the availability of equipment and personnel.

If the speech is for no-broadcast use, i.e., classroom, etc., consult with AV Services or the Office of Instructional Development as outlined in EE0108.

Office of Responsibility: WMVS/WMVT-TV Station Management