



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: TOURING GROUPS	Code: II0701
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Policy Reference: N/A

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The stations' general policy on tours leaves the handling of tours mainly to the Channel 10/36 Friends, Inc. organization. The Public Information office, 297-7526, should be contacted for general information on group tours.

At times there is short notice from MATC when college guests wish to tour the television station. The general manager should be contacted and will assign a staff person to accommodate this request.

If a tour consists of prospective students, the TV and Video Production instructor should be contacted for tour arrangements.

Office of Responsibility: WMVS/MMVT-TV Station Management