

Torrance Community Television  
**REQUEST FOR TOUR FORM**



Date/Time Stamp

Tours of TCtv facilities may be requested by clubs, institutions or organizations. Requests for tours should be made a minimum of two (2) weeks in advance. Tours will not be conducted without prior notification.

Tours will be conducted during the hours of 3:00 p.m. to 5:00 p.m. Tuesday - Friday and will be approximately 45 minutes in duration. Special arrangements for weekday evening tours may be requested by contacting TCtv by telephone at (310) 618-5762 or in writing.

For safety reasons, tours will be limited to thirty (30) persons. One adult is required for every 10 children. Adult members of the tour group will be responsible to supervise minors.

TCtv may temporarily discontinue the scheduling of tours as necessary depending on the level of use of the studio for program production.

**Person Requesting:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_  
**Person Attending:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Phone:** (\_\_\_\_) \_\_\_\_\_ **Website:** \_\_\_\_\_  
**No. Minors:** \_\_\_\_\_ **No. Adults:** \_\_\_\_\_ **Special Needs:** \_\_\_\_\_  
\_\_\_\_\_  
**Date/Time Requested**  
**1<sup>st</sup> Choice:** \_\_\_\_/\_\_\_\_/\_\_\_\_ :\_\_\_\_ pm  
**2<sup>nd</sup> Choice:** \_\_\_\_/\_\_\_\_/\_\_\_\_ :\_\_\_\_ pm  
**3<sup>rd</sup> Choice:** \_\_\_\_/\_\_\_\_/\_\_\_\_ :\_\_\_\_ pm

EMAIL THIS FORM TO [TCtv@TorranceCA.Gov](mailto:TCtv@TorranceCA.Gov)

**OFFICE USE ONLY**  
Coordinator: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Manager: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_