

SABC TOURS: YOUR WINDOW TO THE SABC

WHO ARE WE?

SABC Tours is part of the Corporate Affairs Division.

It is staffed by seven permanent and four freelance personnel. These are all dedicated, talented and enthusiastic employees.

The Tours unit acts as a go-between for the SABC and its various and diverse publics.

FUNCTION

The core function of the unit is to inform and educate the public about the mandate of the SABC as the only public service broadcaster in South Africa and show how the corporation differs from other broadcasters.

It also serves to introduce visitors to the world of Broadcasting. This gives the public from all walks of life a rare chance to witness the day-to-day activities that keep our radio stations and TV channels on air and glimpse the vast network of operations that make all of this possible.

WHO DO WE TAKE ON TOURS?

Internal stakeholders - Who wish to know more about the SABC.

Individuals - Groups of between one and ten may book for Wednesdays at 11:00.

School tours - Primary and high schools from all over the country are welcome.

Tertiary institutions - Local and international.

Senior citizens - Free tours.

Groups of Disabled Persons - Free tours.

Dignitaries - Public figures from SA & the world over.

Any other institution that requests a tour.

WHAT DOES THE TOUR ENTAIL?

The SABC complex is a treasure trove of exciting places for visitors - both those who see the corporation for the first time and those who return for subsequent visits. Our guests are given an overview of the corporation's activities by being allowed into most of our areas of operation. These include:

RADIOPARK

Radio Studios - where one can see one's favourite presenters in action.

The Media Library - where we have approximately 60 000 Compact Discs in storage.

The Technical Museum - where visitors learn more about the introduction of radio and television in SA.

A Mock Studio - where visitors may get an opportunity to present in a simulated studio environment.

TELEVISION CENTRE

Television Production Studio - where dramas, game shows and SA's most popular soap-operas are pre-recorded.

The Décor Bay - where breathtaking production sets are stored.

The News Studio - here visitors get a better understanding of news production and weather presentation and a general behind-the-scenes view of the workings of our News Division.

HOW LONG IS THE TOUR?

The tour offers one-and-a-half to two hours of fun, insight, discovery and adventure.

WHEN DO TOURS TAKE PLACE?

SABC Staff tours: Tuesdays from 13:30

Individuals: Wednesdays at 11:00

Dignitaries: Through an appointment made in advance

Other groups: Mondays to Fridays with three time slots:

WHAT ARE THE TIME SLOTS?

The first is at 09:00

The second is at 11:00

The last is at 13:30

On Saturdays: bookings are taken for groups whose tours are facilitated between 08:00 and 12:00

GUIDELINES FOR BOOKING TOURS

Tours should be booked a week to a month in advance to secure a slot.

Groups should adhere to specified numbers and inform the SABC Tours office promptly of any changes.

Special requests must be clearly specified.

No group will be allowed on a tour without prior arrangement.

Groups are required to be punctual on arrival.

Touring groups should arrive 15 minutes before the actual start of the tour.

ARE THERE ANY COSTS INVOLVED?

In the interests of our public, SABC Tours has for the past eight years steadfastly maintained the cost at:

R20 per child, scholar, student, teacher,
educator and lecturer.

R30 per adult.

HOW DO YOU PAY?

Simply visit the closest ABSA Bank and deposit to:

- SABC Tours
- Account number: 2840001124
- Branch: Auckland Park
- Branch code: 335105

Please indicate your name/school, date and time clearly on the deposit slip.

HOW DO YOU PAY?

The deposit slip should be faxed to 011 714 3414 to serve as proof of payment.

Tour bookings will only be confirmed upon receipt of payment.

Upon cancellation of the tour, 25% of the initial payment will be retained by the SABC to cover administrative costs.

WHERE SHOULD I PARK?

Owing to lack of parking in and around Broadcast Centre, the SABC has provided parking at Entrance 1 on Henley Road for buses at no cost.

While private cars may use the Visitor's Parking Lot at Entrance 4 in Henley Road, the cost is R6 per hour.

IS THERE ANYTHING I NEED TO KNOW WHEN VISITING THE SABC?

Visiting groups are urged to be cautious, as they will be liable for any negligence/undue damages and/or injuries caused while visiting the SABC.

As a safety measure, groups visiting the SABC should use the stairs instead of the escalators.

Only the person responsible for the group should enter the SABC to report at Reception to be met by the Tour Facilitator

IS THERE ANYTHING I NEED TO KNOW WHEN VISITING THE SABC?

No children are allowed inside the SABC without the supervision of an adult or guardian.

No food parcels or any other luggage are allowed when on the tour.

No video cameras are allowed and cameras must be used in accordance with the SABC REGULATIONS, which our friendly Tour Facilitator/s will provide.

HOW DO I GET TO BE ON A TOUR?

You call the Tours office to make a booking at 011 714 3744/4625.

You may also email us at vanheerdeny@sabc.co.za or maganeb@sabc.co.za to make a booking.

NOW THAT YOU KNOW

**Consider this your invitation to explore the
exciting world of the SABC!**

Vuka Sizwe!

