Public Relations Department
January 2024 Report

Videos

- Livestreamed meetings:
  - Town Council meeting
  - Plan Commission meeting
  - Fire Board meeting
  - Police Commission Meeting

- Produced videos:
  - Dirty Dough Ribbon Cutting
  - Plato's Closet Ribbon Cutting
  - WFD Chief Clinton Crafton Retires
  - Subway Ribbon Cutting
  - Update on Fleet and DPW Facility
  - Pure Life Chiropractic employee presentation

Social Media

- 49 Facebook posts
- 4 Instagram post
- 1 Instagram & Facebook stories
- 43 Twitter posts
- 13 LinkedIn posts

Press Releases + Blog Posts

- Whitestown Town Council Announces 2024 Board Appointments
- How to Use a HAWK Signal

Ribbon Cuttings

- Dirty Dough
- Plato's Closet
- Subway

E-newsletters

- Weekly news clips to department heads and Town Council members
- Employee newsletter
- General Newsletter

Other

- Set up for public meetings (YouTube meetings, zoom meetings, door schedules)
- Took and edited photos:
    - Town Council member's headshots
    - Some of the Police Department headshots
    - Some of the town employees' headshots
    - Swearing-in town council members
    - Dirty Dough ribbon cutting
    - Subway ribbon cutting
    - Plato's Closet ribbon cutting
    - Road projects
    - Hussey-Mayfield Public Library Whitestown Branch
- Set up for public meetings (YouTube meetings, zoom meetings, door schedules)
- Updated the website:
    - Added new businesses to the visitors page
    - Created a Pledge of Allegiance sign-up form
    - Made a Boards and Commission page
    - Created new forms for the Parks Department
    - Made updates to Parks & Recreation Department event pages
    - Updated the calendar with programs and events
    - Added and removed job opportunities
    - Programming page
    - Sponsorship Guide
    - Created and updated the Whitestown Police pre-screening application
    - Added job opportunities for Whitestown Police Department
    - Create a Master Plans page for the Parks and Recreation Department
    - Made an upcoming Jackson Run Park page
- Took drone photos of road projects, a lift station, etc.
- Met with media company about future collaborations
- Put together the annual report for all departments
- Toured the upcoming Hussey-Mayfield Public Library Whitestown Branch
- Made graphics for social media