Public Relations Department





Videos

- Livestreamed meetings:
 - TX Teams/ Wellbridge presentation to employees
 - o Giles Property public meeting
 - o Police Commission Meeting
 - o Fire Board Meeting
 - o <u>Plan Commission Meeting</u>
 - o Town Council Meeting
 - o RDC Meeting
- Produced videos:
 - o Construction of the new Municipal Services Complex.
 - o Fairfield by Marriot ribbon cutting.
 - o Harmony Asian Bistro ribbon cutting.
 - o Witham Hospital's new MRI machine.

Social Media

- 37 Facebook posts
- 1 Instagram post
- 1 Instagram & Facebook stories
- 35 Twitter posts
- 9 LinkedIn posts

<u>Press Releases + Blog Posts</u>

• Coffee to pen Distribution Center in Whitestown

Ribbon Cuttings

- Fairfield by Marriot
- Harmony Asian Bistro

E-newsletters

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

Other

- Website updates
 - Visitors page

WHITESTOWN

Public Relations Department

February 2024 Report

- o Parks & Rec even pages
- Employment opportunities page
- o Sponsorship Guide
- Created Planting for Tomorrow event page
- Programming page
- March Calendar
- Added Feature images to all pages
- Updated Parks Easter Page
- Updated Boards & Commissions pages
- Created 2024 goals.
- Took Photos
 - o Giles in-person meeting
 - o Fairfield ribbon cutting
 - o Harmony Asian Bistro ribbon cutting
 - road project updates
 - Boone County Communities Contractors Workshop
 - o 2024 Boone County State of the Community.
- Created SOP's
- Attended the 2024 Boone County State of the Community breakfast.
- Internal & external meetings
- Set up an interview with the media.
- Created the Zoom meeting links for our March meetings.
- Created the YouTube livestream links for our March meetings.
- Set the public door schedule for our March public meetings.
- Contacted and set up Zoom interviews with 4 potential Content Manager applicants.