

## **Communications Report December 2018**

- Press releases sent: Zionsville designated Bicycle Friendly Community, Christmas tree disposal sites
- Wrote and sent monthly e-newsletter.
- Attended Town Council meetings.
- Processed Special Event Applications.
- Attended and photographed Eagle Automotive ribbon cutting.
- Attended and photographed Habitat for Humanity ReStore grand opening.
- Coordinated staff holiday luncheon – food, awards, décor and set-up.
- Spoke with CivicPlus regarding website upgrade per contract in 2019.
- Met with ZFD and IT to discuss new front TV screen system.
- Met with local woodworker and Zionsville Chamber member Andrew Schnell to discuss promotional items and wood table.
- Met with local artist regarding front lobby art to be installed early 2019.
- Met with Sign by Design to discuss room signage options.
- Posted various jobs on Town website and AIM website on behalf of Street & Stormwater Department, Parks & Recreation Department and Planning & Economic Development Department.

### -Social media updates:

- Twitter: 5678 followers
- Facebook Town: 6726 likes
- Facebook ZFD: 4404 likes
- Facebook ZPD: 4525 likes
- Instagram: 2107 followers
- E-newsletter: 2896 subscribers