

## **Publicity Duties and Procedures**

1. Supply the Tourist Information Center with flyers/cards about the church for regular services and Christmas and Easter services.
2. Distribute flyers/cards to hotels/pensions in the 1<sup>st</sup> district; possibly co-ordinate volunteers to distribute information to hotels in their districts. Post flyer in the Vienna International Centre.
3. Contact Embassies (Community Coordinators) about the church and send information for their newcomers welcome packages/newsletters.
4. Liaise with the Young Adult leader to distribute information at the universities.
5. Work with the Church website person as this is the primary way people find out about the church, so that all of our information is as up-to-date as possible.
6. Work with William Liang, editor of the VCC Voice.
7. Continue to advertise in the AWA's Living in Vienna.
8. Coordinate staffing a VCC booth at the annual AIS Fall picnic. Investigate other publicity opportunities at the International schools, AWA, and English-speaking organizations.
9. Cooperation with AFCU and VCC alumni.
10. Network with local media and find additional avenues for VCC public relations.
11. Design and print VCC advertising materials.