



AGENDA
Special Events Commission
Commissions Room
Arlington Heights Village Hall, 33 S. Arlington Heights Rd., AH 60005
September 11, 2024
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. **Special Events Commission August 8th**
 - B. Special Events Commission Minutes from July 11, 2024
- IV. REPORTS
- V. OLD BUSINESS
 - A. Autumn Harvest 2024
 - B. Tree Lighting 2024
 - C. Hearts of Gold 2025
- VI. NEW BUSINESS
 - A. 2025 Sponsorship Update
- VII. OTHER BUSINESS
 - A. Announcements / Correspondence

VIII. PUBLIC COMMENT

Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.

IX. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, emercado@vah.com or 847/368-5793.

Minutes for Special Events Commission Meeting: August 8, 2024

LACK OF QUORUM

Due to a lack of quorum, no official Special Events Commission meeting took place on August 8, 2024.

Minutes for Special Events Commission Meeting: July 11, 2024

Meeting called to order by Diane Jamieson at 7:03 p.m. in the Commissions Room at Village Hall.

- **Present:** Kelly Barash, Diane Jamieson, Matt Fink, Laurie Mitchell, Cari Boyle, Colleen Gaughan, Karen DeZellar, Kevin Seifert, Keri Stanley, Steve Fromm
- **Also Present:** Staff Liaison Avis Meade
- **Absent:** Brad Katz, Jennifer Eichorn, Michelle Harris

APPROVAL OF MINUTES

- Minutes from May 8, 2024 were corrected to reflect that Steve Fromm was absent. Motion to approve updated minutes was made by Laurie Mitchel with a second from Kevin Seifert.

OLD BUSINESS

- **Autumn Harvest 2024**
Autumn Harvest will take place on Saturday, October 5th, 11 a.m. – 2 p.m. at North School Park. Staff will inquire with Sunshine Farms regarding petting zoo options, as they are the horse trolley vendor, and bring the straw for the scarecrows. Commissioners decided to decrease the amount of scarecrow decoration stations from 60 to 48, so that participants have more accessories. Commissioners will begin collecting donations of clothing and accessories from family/friends. Communication efforts will include the opportunity to pre-register as a team, and will also encourage people coming to bring their own donated clothing. Prizes will be donated by Arlington Heights businesses. The event will once again include pumpkin decorating, live music, crafts, food trucks, entertainment, and the book mobile. Ongoing planning will continue. Marketing will begin soon.
- **Tree Lighting 2024**
Tree Lighting 2024 will take place on Friday, Nov. 29th, 4:30 – 6:30 p.m., with the tree lighting at 5 p.m. Trolleys have been reserved and reindeers have been hired. Staff reported that a company was found to provide a mini-bus that provides wheelchair accessibilities, for \$250, 4 – 7 p.m. The Commission requested that this bus be booked in order to improve accessibility for all to attend and experience this event. A design in North School Park will be added in 2024, on behalf of the Special Events Commission. Public Works and staff will discuss options with the Park District. Commissioners will make the signage that will display the sponsors. Storage of the display will also be considered.
- **Hearts of Gold 2025**
Efforts to solicit nominations for Hearts of Gold 2025 will begin in September, 2024. Sound issues will be addressed for 2025's banquet. Commissioners will research teleprompter options as well. Planning will continue.

NEW BUSINESS

OTHER BUSINESS

- **Swing into Spring 2025**

The commission is planning to book rides and events for Swing into Spring 2025. The date of May 17th was proposed and will be confirmed, pending Park District and Village feedback.

ADJOURNMENT

- A motion was made to adjourn at 7:55 p.m. by Kelly Barash with a second from Colleen Gaughan



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Special Events Commission
9/11/2024

Item: 2025 Sponsorship Update

Department: Integrated Services

Item Description:

ATTACHMENTS:

None