



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd., AH 60005
November 10, 2021
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from October 13, 2021

IV. REPORTS

V. OLD BUSINESS

- A. Harmony Fest 2021
- B. Hearts of Gold 2022
- C. Tree Lighting 2021

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



**Special Events Commission
11/10/2021**

Item: Approval of Minutes from October 13, 2021

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
Special Events Commission Minutes from October 13, 2021	Agreement

Minutes from Special Events Commission October 13, 2021

Agenda

Village of Arlington Heights
Special Events Commission
Commissions Room Village Hall
33 S. Arlington Heights Road, 60005
October 13, 2021

7:08 PM

I. CALL TO ORDER

II. ROLL CALL

- Present: Kelly Barash, Karen DeZellar, Christopher Fahnoe, Steve Fromm, Colleen Gaughan, David Jaffe, Diane Jamieson, Laurie Mitchell Keri Stanley, Steve Neill, Kevin Seifert
- Not present: Colleen Gaughan, Christopher Fahnoe
- Also present: Staff Liaison Avis Meade, Communications & Outreach Coordinator

III. APPROVAL OF MINUTES: September 8, 2021

- Motion was made by David Jaffe with a second from Steve Fromm.

IV. REPORTS

V. OLD BUSINESS

A. Harmony Fest 2021

- Staff Liaison Avis Meade shared information feedback from department hot wash meeting.
- Harmony Fest was very well attended. Vendor feedback was positive regarding sales numbers and many vendors expressed interest in future participation should the event continue.
- Future recommendations if Harmony Fest continues:
 - o Block off Harmony Park with fencing until 2 p.m. for set up
- Future event is not yet determined. Staff will inform the committee
 - o Keep in mind Yom Kippur date is first weekend in October.
- Village staff and IRMA insurance company has recommended not using inflatables in future events as it is considered a high-risk activity.
 - o Staff will inquire about whether or not inflatable games are included in the "no" list.
- Bands at future events must end at their designated end time. Tell bands end time is 10:45 p.m. and have someone present at the end of the night to enforce end time of 11 p.m.
- Consider branding giveaways for future events with Village of Arlington Heights. A combination of cheaper giveaways with a couple branded items is a good combination.
- Moving forward, keep considering opportunities of potential layout changes if Harmony Fest returns.
- Vouchers for volunteers: \$5 vouchers do not cover the cost of a food item. Special Events Commission would like to have 1 Food item and 1 Drink item tickets with no cost limit.

B. Tree Lighting 2021

- Event Times
 - o Steve Neill from the Park District asked that the flyer reflect a start time of 4:30 p.m. The park district's dance time will begin at 4:30 p.m.
- Trolleys
 - o Steve Fromm requested an updated trolley contract from 3:45 p.m. – 6:45 p.m.
 - o Map of trolleys should be on the flyer
 - o Trolley tour will loop from Harmony Park to North School Park
 - o Stanchions need to be rented for trolley lines
 - o Public Works needs to block off spaces with cones for trolley stop locations
- Extra entertainment
 - o Reindeer should go in Harmony Park. Too many people at North School Park.
 - o An Ice Carver will be hired for Harmony Park.
 - o The commission decided that no snacks or food is necessary for this brief event.

C. Hearts of Gold 2021

- This event is moving forward with an indoor, in-person event at Rolling Green on Tuesday, February 22, 2022. We will follow IDPH regulations and restrictions as required.
- Laurie is working on the contract to determine food options and deposit pricing.
- Marketing and communication have been a big focus in getting nominations received.
- The Village's legal department has advised that the commission cannot host an executive session for voting on Hearts of Gold submissions. Staff will confirm.
- Voting will take place at the Special Events Commission Meeting on November 10th and nominees will then be notified. A letter will be sent to all nominees. Commissioners are assigned to an award winner, of which they write a bio that is used for the program.

VI. NEW BUSINESS

VII. OTHER BUSINESS

- Laurie Mitchell reminded the commission that there are two vacancies on the commission that need to be filled by qualified candidates and recommendations should be sent to her.

VIII. ADJOURNMENT

- The meeting was adjourned by Laurie Mitchell at 8:57 p.m. Second by Kelly Barash.

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