



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
Village Hall, 33 S. Arlington Heights Road, Arlington Heights, IL 60005
November 9, 2016
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the October, 2016 meeting of the Special Events Commission.

IV. REPORTS

V. OLD BUSINESS

- A. Discussion of adding activity to Tree Lighting event of November 25, 2016

VI. NEW BUSINESS

- A. Hearts of Gold Timeline & Tasks for 2016
- B. Update on the 2017 Budget Process

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.



Item: Minutes from the October, 2016 meeting

Department: Village Manger's Office

ATTACHMENTS:

Description	Type
Special Events Commission Minutes from October, 2016	Minutes

Special Events Commission Minutes from the Wednesday, October 13 meeting held at 7 p.m. in the Commissions' Room of Village Hall, 33 S. Arlington Heights Road.

Attendance: Chairman Joe Musolino, Mike Prost, Katie Newport, Matt Ottaviano, Joe Skibbie, Amy Mazurowski, Colleen Engle, Laurie Mitchell, Steven Fromm.

Absent: Kevin Seifert, Neil Scheufler, Chris Fahnoe

Autumn Harvest Recap

The Commission believed it was one of the best crowds they have ever had at an Autumn Harvest event. Part of the reason may have been the beautiful weather following days of rain and cold.

The high school volunteers were great help. It was mentioned that next year two volunteers would be helpful at the hayride through the entire time.

There were long lines at the craft area and also for the facepainters and balloonists. From what was reported, it seemed that everyone enjoyed what crafts were offered and were more than patient in waiting for pumpkins to decorate. Some craft items ran out near the very end so the amounts purchased were a great estimation of what was needed.

Regarding the scarecrow contest, just about all of the clothes and accessories were used. Commissioner Steve Fromm said he always gets questioned on whether they would consider having more scarecrow set-ups.

It was noted that more help is needed in just moving things around that morning. Public Works provided two workers but more are still needed to help set up tables, take care of garbage throughout the day, etc. One of the reasons there were more people needed for the morning set-up was that there was some miscommunication on whether student volunteers would be there to set up the straw. No one showed up for that task and volunteers were needed to assist.

Commissioner Colleen Engle, who ordered the items for the kids craft area, asked if the crafts were messy since many stickers were involved, etc. Commissioner Laurie Mitchell, who oversaw the crafts, said that there were a lot of wrappers on the ground that needed to be picked up. For next year it was discussed to plan a better mix of crafts to avoid having so many wrappers, etc. They will also try to get volunteers to clear the area better throughout the day next year.

Tree Lighting, November 25 @ 4:45 p.m.

Plans were discussed for the annual tree lighting event, The Park District dance group will kick things off around 4:30 p.m. followed by the Hersey Dickens Carolers. The Mayor will flip the switch for the ceremony at 5 p.m. Commissioner Neil Scheufler will be asked to serve as emcee for the event.

Liaison Nancy Kluz mentioned that costs for Autumn Harvest have been covered, leaving approximately \$3,000 in that account. She explained that the money could be transferred to the

Tree Lighting account (which only has \$500), and the Commission could try to add an element to the event if they wanted. The Commission liked the idea of trying to do more for the large community crowd that is gathered there and discussed purchasing some giveaways, trying to add trolley rides and/or bringing in a Santa.

The Commission will further look into adding an element to the event that could be fun for families and also help promote the Special Events Commission.

Hearts of Gold, February 18

The Commission reviewed the tasks for Hearts of Gold and timeline. It was decided that the group will meet and make selections of honorees on December 14 at 6 p.m.

The Hearts of Gold promotion and nomination forms will go out mid-October and the deadline for nominations is November 30. After the nominations are in, Commissioners Steve Fromm and Matt Ottaviano will categorize the nominations and get them to commissioners for review prior to the December 14 meeting.

The contract for Rolling Green has been signed and the down payment has been made. Liaison Kluz asked commissioners to please pass on nomination information to their contacts and to share on their social media platforms. She said it's a wonderful program, but you need to constantly push out the information to get people to complete a nomination form. Online nominations will be made available.

There was conversation about changing the categories or eliminating some of the award categories. The Commission decided to leave the 11 award categories as is since it allows more people to be honored.

Having no further business to discuss, the meeting adjourned at 8:30 p.m.