



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room 2nd Floor

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
October 14, 2015
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes of the Special Events Commission Meeting of September 9, 2015

IV. REPORTS

V. OLD BUSINESS

- A. Review of the Autumn Harvest event held in North School Park, Oct. 3, 2015

VI. NEW BUSINESS

- A. Discussion of timeline for Hearts of Gold
- Update on Sponsorship's
 - Update on Publicity
 - Update on nominations
 - December 2 meeting on Nominations
- B. Event responsibilities for Tree Lighting event, November 27, 2015

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 of the Special Events Commission Meeting, September 9, 2015

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
Minutes from the September 9, 2015 meeting	Minutes

Special Events Commission
Minutes from the meeting of Wednesday, September 9, 2015 held at 7 p.m. in
the Community Room of Village Hall, 33 S. Arlington Heights Road

Attendance:

Chairman Steven Fromm, Kevin Seifert, Amy Mazurowski, Colleen Engle, Katie Newport, Joe Musolino, Matt Ottaviano

Absent:

Claudia Starck, Colin Gilbert, Chris Fahnoe, Mike Prost, Neil Scheufler

Autumn Harvest, Saturday October 3

Commissioners Kevin Seifert and Colleen Engle will co-chair Autumn Harvest.

The Commission reviewed the plans for Autumn Harvest:

Commissioner Claudia Starck handled the rental needs (tables, chairs, tents) and will also arrange food vendors, Kettle Korn, and she will order straw and pumpkins for the various activities. Commissioner Engle said she didn't have much success in finding available Food Trucks, but she plans to connect with Commissioner Starck to further discuss.

Commissioner Engle and Commissioner Mazurowski reviewed what they needed for the craft area and forwarded an order for the Village to place with Oriental Trading. It was noted that stock items for the craft tent were depleted.

Commissioner Katie Newport is getting three balloon artists and is planning to reach out to someone Commissioner Engle suggested and the person is cheaper than the other source. She is also organizing the entertainment for the afternoon.

Commissioner Seifert made arrangements for the Petting Zoo and Hayride to be on site for the full day.

Chairman Fromm will handle the organization of the Scarecrow-building contest. He said he has ordered all of the pillowcases needed for the "heads" of the scarecrows. There will be 48 scarecrows and the spaces are marked off by the Park District. Chairman Fromm will get a crew of commissioners together to help build the T-squares for the scarecrows.

Commissioner Kevin Seifert said he would be willing to get gift certificates for the teams that win in the scarecrow-building contest.

Commissioner Musolino is in charge of gathering clothing and items that can be used for the scare-building contest.

Commissioner Neil Scheufler will be the Emcee again and he is coordinating High School volunteers for the event. The volunteers will handle the face painting activities.

Commissioner Seifert said he would create the food coupons again for the volunteers to use at the event.

Commissioner Seifert said he would get the piñatas again since they were very popular – he will get 3 or 4 of them.

Chairman Fromm said he would reach out to the Historical Society and Library again to see if they are interested in attending the event as they have done in the past.

The entertainment line-up for the day is:

Autumn Harvest: October 3, 11- 3pm

11:30-12pm Spectrum, Fusion and Synergy Dance Company – Arlington Heights Park District

12:00-12:30pm South Middle School Band Performance

12:30-1pm Set up for Thomas (Music played during break)

1-1:30 Thomas Middle School Band Performance

1:30-2:00pm Gary Kantor Set-up

2:00pm Scarecrow contest winners announced

2pm-3pm Gary Kantor- Magic Guy

Hearts of Gold

Commissioner Musolino and Starck are co-chairs this year.

A contract will be signed to host the event on February 20 at Rolling Green. The Commission favored this choice since there is no concern about reaching a certain number, and the setting was new for the group last year. All agree that there were challenges with last year's meal, but it was the first night of service for the new banquet group and it's worth giving them another opportunity.

Based on the event date of 2/20/2016, work needs to begin on 1) letters out to area businesses requesting funding support for the event, 2) promotion for the Hearts of Gold nominations.

The Commission agreed to set up a meeting on Wednesday, December 2 for a meeting regarding the Hearts of Gold voting.

Added News: Next Meeting

Due to Veteran's Day, the Commission has agreed to meet on **Wednesday, November 4** in Health Services, first floor of the Village Hall.

No further business to discuss, the meeting was adjourned at 8 p.m.