



Agenda  
Village of Arlington Heights  
Special Events Commission  
Commissions Room Village Hall  
33 S. Arlington Heights Rd.  
October 13, 2021  
7:00 PM

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A. Approval of Minutes from September 8, 2021

**IV. REPORTS**

**V. OLD BUSINESS**

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

**VI. NEW BUSINESS**

**VII. OTHER BUSINESS**

**VIII. ADJOURNMENT**

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**Special Events Commission**  
**10/13/2021**

**Item:** Approval of Minutes from September 8, 2021

**Department:** Village Manager's Office

**ATTACHMENTS:**

**Description**

Minutes from September 8, 2021

**Type**

Agreement

## **Minutes from Special Evens Commission September 8, 2021**

### **Agenda**

Village of Arlington Heights  
Special Events Commission  
Commissions Room Village Hall  
33 S. Arlington Heights Road, AH 60005  
September 8, 2021

**7:00 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, Scott Rowader, Keri Stanley.
- Not present: Kevin Seifert and Steve Neill
- Also present: Staff Liaison Avis Meade, Communications & Outreach Coordinator

#### **III. APPROVAL OF MINUTES: August 11, 2021**

- Edit needed under New Business on minutes from August 11<sup>th</sup>, section viii. It should read that volunteer marshals are needed for 9 locations. Not 98 locations.
- Pending above stated correction, minutes are approved.
- Motion was made by David Jaffe with a second from Steve Fromm.

#### **IV. REPORTS**

#### **V. OLD BUSINESS**

##### **A. Harmony Fest 2021**

- Laurie updated the commission on marketing efforts from the Village and the Chamber.
- Daily Herald ads will be shared in the Daily Herald. A flyer will be distributed to downtown Arlington Heights businesses, and a poster will go in the kiosk.
- Additional communication efforts will be focused on event parking locations.
- Marshal volunteers are needed for entrance/exit locations.
- Weekly meetings with Laurie & Avis, with Mindy from the Chamber continue to be positive.
- Village Liaison Avis Meade outlined details of marketing efforts moving forward.
- 50 vendors are signed up including 17 restaurants.
- Banner design was considered for this year's event and it's likely that a logo/sponsor banner will be displayed on the trellis display, with a general Harmony Fest banner on the stage.
- The voucher process for volunteers was discussed. This year, all vouchers may be returned to the Chamber and they will return the Village's volunteer vouchers to the Village. This is so that restaurants don't have to separate the different vouchers and return them separately.
- We have received the Certificate of Insurance however there are adjustments that need to be made. Staff is working to make the changes needed for
- Use high school volunteers for kids' events.
- Emails have been sent out to contacts, seeking marshal volunteers and similar efforts continue.
- Steve Fromm orders giveaway items for the Special Events Commission tent.

- Commission members discussed various responsibilities related to the event including band drop off zones, table covers and set up for 40 high-top tables.
- Laurie will confirm with bands regarding set up times and if they need a changing tent.

**B. Tree Lighting 2021**

- Steve Fromm will inquire about the trolleys for the Tree lighting.
- Steve Fromm volunteered to be point-person for Tree Lighting.
- Entertainment to consider include potential ice carver, treats, food. Table detailed conversation until the next meeting. Kevin arranged the students from Hersey at last event. Steve from the Park District has arranged dancers for past event.

**C. Hearts of Gold 2021**

- Laurie Mitchell designated herself as point-person for this event.
- Research where Nancy sent out the Hearts of Gold solicitation for nominations. Avis Meade will move forward with publicizing the opportunity to submit nominations.
- The commission considered potential options for the process of voting on received nominations and more discussion will be required.

**VI. NEW BUSINESS**

**VII. OTHER BUSINESS**

- The Commission currently has one vacancy. Village staff will follow up with Steve Neill with residents who are potentially interested in serving.

**VIII. ADJOURNMENT**

- The meeting was adjourned by Laurie Mitchell at 8:21 p.m.

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