



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd, 60005
October 11, 2023
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes from Sept 13, 2023

IV. REPORTS

V. OLD BUSINESS

- A. Autumn Harvest 2023
- B. Hearts of Gold 2024
- C. Tree Lighting 2023

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. PUBLIC COMMENT

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, Illinois 60005, emercado@vah.com or (847)368-5793.

Minutes for Special Events Commission Meeting: September 13, 2023

Meeting called to order by Diane Jamieson at 7:01 p.m. in the Commissions Room at Village Hall.

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

APPROVAL OF MINUTES

- Motion to approve Minutes for August 2023 made by Steve Fromm with a second from Laurie Mitchell

OLD BUSINESS

- **Autumn Harvest 2023**
Detailed event planning continues for Autumn Harvest, taking place on October 7th, 2023, 11 a.m. – 2 p.m. at North School Park, in cooperation with the Arlington Heights Park District. An on-site tour will take place with Village Departments, Commissioners and Park District staff on Wednesday, Oct. 5th at 9 a.m. Pumpkins will be delivered to Public Works on the morning of Friday, Oct. 6th to avoid unattended pumpkins in North School Park overnight.
- **Tree Lighting 2023**
Commissioners continued with logistical planning for the Tree Lighting 2023 event, scheduled for Friday, Nov. 24th, 4:30 – 6:30 at North School Park with Festive Activities at Harmony Park. The cookie & hot chocolate truck will be confirmed with the Health Department.
- **Hearts of Gold 2024**
Marketing efforts soliciting nominations will begin on Sept. 18th, 2023. The online form will be reactivated and promotion to submit nominees will begin. The cut off for submissions will be Oct. 27th. Additional logistic planning will continue. The banquet is scheduled to take place on Sunday, February, 25, 12 – 4 p.m., at the DoubleTree Hotel in Arlington Heights.

OTHER BUSINESS

- Village staff provided a break-down of the Special Events Commission's 2024 proposed budget by event.

ADJOURNMENT

- A motion was made to end the meeting was made at 8:50 p.m. by Karen DeZellar with a second from Colleen Gaughan.