Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
Village Hall
October 10, 2018
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Approval of minutes from the September, 2018 meeting of the Special Events Commission.

IV. REPORTS

V. OLD BUSINESS

A. Recap of the Autumn Harvest event held on October 6, 2018.

VI. NEW BUSINESS

A. Tree Lighting Event Discussion
- Entertainment, timing
- Emcee
- Plans for Trolley stops
  - Trolley route/ arrival time
- Arlington Heights Historical Museum
- Ice carver in Harmony Park

B. Hearts of Gold Timeline
- Review of Nomination
- Program booklet
- Invitations

VII. OTHER BUSINESS

VIIIADJOURNMENT

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: Approval of the September, 2018 Minutes

Department: Village Manager's Office

ATTACHMENTS:

Description	**Type**
Minutes of September, 2018	Minutes

Special Events Commission Minutes

Minutes from the September 12, 2018 meeting of the Special Events Commission held in the Hanson Room of Village Hall.

Attending: Chairman Musolino, Steven Fromm, Nancy O'Donnell, Scott Rowader, Colleen Engle, Mike Prost, Chris Fahnoe, Laurie Mitchell, Diane Jamieson

Absent: Kevin Seifert, Emma Edmondson and Joe Skibbie.

Update for Autumn Harvest event, 2018

The Commission reviewed a list of volunteers needed to work the event. Chairman Musolino said he would request volunteers to assist for the event. He added that he has received confirmation from Prospect High School that they will attend.

Commissioner Steven Fromm said that volunteers start judging scarecrows at 2 p.m. and presentation of the winners is done at 2:15 p.m., which fits in with this year's entertainment schedule. The scarecrow - building occurs from the opening of the event until 2 p.m. There will be 60 scarecrows on Eastman Street and the places are given on a first-come, first-served basis. Commissioner Nancy O'Donnell is working with Commissioner Fromm on scarecrow-building, etc.

He added that there is a need for 30 high school volunteers will be there by 10:45 a.m.

Commissioner Fromm said he reached out to Community Threads to get scarecrow clothes that could be used for the event. He will also touch base with Public Works to get the bins of clothing. He asked commissioners to bring any other used clothes and accessories they may have that can be used for the contest.

Commissioners Mike Prost and Laurie Mitchell are getting the award prizes needed for the scarecrow competition. For prizes, four sets of two prizes are needed for 1st and 2nd places in each scarecrow category.

Commissioners Colleen Engle and Diane Jamieson are overseeing the kids craft area and have ordered their craft supplies.

Commissioner Kevin Seifert has ordered the tables, chairs, etc. from Arlington Rental. He ordered 24 less tables since the Commission had so many last year. The tables and chairs will be delivered on Saturday morning and volunteers, public works staff and the Commission should move them wherever needed. He will also do the food coupons.

Commissioner Engle said that there are at least 8 tables within the craft tent, on all sides. The rest of the tables are set out for the crafts and for a place to eat.

Commissioner Mitchell got the pumpkins for this year's event – 800 mini pumpkins will be delivered to the Park District on Friday morning prior to the event.

Commissioner Emma Edmondson has lined up the entertainment, secured three food trucks, face painters and balloon twisters as well as lined up the kettle corn vendor. She will also be getting a bouncy house. Commissioner Edmondson also invited the bookmobile to be on Evergreen.

Commissioners Mike Prost and Chris Fahnoe will oversee the hay wagon and petting zoo. Commissioner Seifert ordered the straw, hay wagon and petting zoo in the spring. The vendor has been reminded of the delivery times, etc.

Commissioner Scott Rowader will oversee the Pumpkin Butcher. He will also arrange to get some pumpkins for the Pumpkin Butcher to carve on site.

Chairman Musolino will emcee the event.

Commissioners discussed arriving around 8:30 a.m. – due to setup of the event.

Hearts of Gold Event

Chairman Musolino said that this year the Commission moved up the submittal timeline for nominations and instituted a new rule that all nominations (starting with last year's) will be good for two years. The goal with the new timeline is to be able to review the nominations earlier in November. Due to the number of nominations received last year, which was more than many years in the past, the Commission decided to revisit many of the top contenders that were not chosen for the 2019 Heart of Gold awards.

Commissioner O'Donnell said that she kept all of last year's nominations and will review which ones were given top consideration. Commissioner Fahnoe said he would look at last year's tabulation sheet to determine which ones he recorded as top selections that were not chosen. She will share her results with the Commission and Commissioner Mitchell will scan the nominations.

Liaison Nancy Kluz said the information has been posted online and she will begin emailing invitations to people, asking them to make nominations.

The Commission discussed what changes could be made to the centerpieces of the tables, which will be overseen by Commissioner Engle. She will not be able to attend the event but she will get the concept together and plans to use the containers that were ordered last year. Commissioner O'Donnell said she is happy to put the decorations together that Commissioner Engle designs.

Commissioner Fahnoe said he's happy to work with whomever in coordinating the top contenders from last year's Heart of Gold nomination process.

The Commission agrees that the booklet and invitation designs of last year will work fine again.

Tree Lighting

Chairman Musolino said the trolleys are ordered and the Commission will need to work out the stops for the trolley. The trolleys stop at 8 p.m.

Commissioner Scott Rowader said he's happy to work with the Museum for an activity at that site. He said last year it was a popular stop but needed to be better coordinated.

Commissioner Engle will connect with the ice carver for timing and design of sculptures that will be in Harmony Park for another trolley stop. She will have him work from 5-8 p.m. She said he was done so fast that there were people who got off the trolley and he was gone - but he did have the sculptures on displays.

Commissioner Mitchell said she already reached out to actors who will be hosts on the trolleys from Metropolis. They were paid $100 each as a stipend.

Commissioner Fromm said he would not be at the event so the Commission will need to work out details regarding the trolley stops at the next Commission meeting.

Chairman Musolino said he hopes to attend the Tree Lighting event. If he is not able to attend, Commissioner Engle said she is happy to emcee the event and that she enjoyed it last time she did it.

Having no further business to discuss, the meeting adjourned at 8:05 p.m.