



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 8, 2014
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. September 10, 2014 Minutes

IV. REPORTS

V. OLD BUSINESS

- A. Recap of September 17, 2014 subcommittee meeting with Arlington Heights Chamber of Commerce representatives.

VI. NEW BUSINESS

- A. Set-up plans for Autumn Harvest, October 11, 2014
B. Discussion of Timeline for Hearts of Gold Nominations.
C. Discussion of Tree Lighting Event
- Food Trucks
 - Entertainment

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: Approval of Minutes from September, 2014

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
September 10, 2014 Minutes	Minutes

Minutes of the Special Events Commission meeting held on **Wednesday, September 10 2014**, in the Commissions Room located on the second floor of Village Hall, 33 S. Arlington Heights Road.

Attendance: Steve Fromm, Claudia Starck, Neil Scheufler, Chris Fahnoe, Joe Musolino, Amy Mazurowski, Colleen Engle, Mike Prost

Absent: Colin Gilbert, Matt Ottaviano, Kevin Seifert

Also Attending: Katie Newport, Arlington Heights Park District, Steven Neill, Arlington Heights Park District

Approval of Minutes

Minutes from the previous meeting were approved.

Autumn Harvest 2014

Since Autumn Harvest's usual date – the first Saturday of October – fell on Yom Kippur, the event was moved to Saturday, October 11 at North School Park. Members of the Park District who attended the meeting went through the line-up of school bands that will play as well as a group called "Istvan & His Imaginary Band". It was explained that due to the change in the date, some of the local school bands were not able to participate.

Chairman Steve Fromm went through the various activities and their set-up including the hayride, petting zoo, scarecrow-building contest, food vendors and kids' craft area. He also informed the Park District that they usually bring out large wooden cut-outs that kids use for pictures, etc.

The hayride set-up is at the corner of Evergreen and St. James where a line forms in the parkway, then once the hayride is boarded, it travels west on St. James to Dunton, to Fremont and back down Evergreen.

The event will be held 11-3 p.m. The scarecrow contest will begin at 11 a.m. and judging will take place at 2 p.m. Commissioner Neil Scheufler, Acting Director of Metropolis, said he would offer free tickets to winners of the contest for the upcoming holiday show, Christmas Carol.

Commissioner Scheufler is also handling getting high school volunteers to help with set-up and help with activities at the event.

Chairman Fromm notified everyone that he is looking for clothing that could be donated for the scarecrows. He said that there are 24 stakes for the scarecrows and they are assembled back-to-back, on each stake - making a total of 48 scarecrows. He said the morning of the event he will need help to make the wooden T-bars used for the arms and body of the scarecrow.

Commissioner Claudia Starck has the mini pumpkins ordered for the kids' crafts (800 of them), a large pumpkin for "guess the weight of the pumpkin," 60 hay bales will be delivered, and she has the food vendors ready to go as well. Also tents and chairs have been ordered and the large tent is supplied by the Park District. There will be four e-z up tents that will be used for the Commission's info tent, food vendors.

She also worked on re-doing the Autumn Harvest banner that hangs in front of the Park District building. Since the date was changed this year, a new attachment was placed on the banner.

Commissioners Amy Mazurowski and Colleen Engle are overseeing the kids' craft area for their first time. Commissioners explained some of the typical activities that have been held and they were instructed on the types of craft materials they may need to purchase for simple, fun crafts that can be done by the children. They will also have a supply of things that can be attached to mini pumpkins to decorate those. The Commission expects about 700 children for the crafts.

They will also look into balloon twisters and check to see if some of the high school volunteers can help with mini tattoos or face painting.

It was also mentioned that last year the Commission had two pinatas at the event and it was very popular. Kids were broken into age groups and all seemed to enjoy it. Commissioners Mazurowski and Engle said they would look into doing that again. It was also explained that once a piñata broke, if not all the kids could get near the candy. A commissioner would stand over the group and, unbeknownst to the kids, drop more candy for them to gather.

Chairman Fromm added that the Historical Society will be on site doing old-fashioned games and the Library will be there with the Book Mobile.

Liaison Nancy Kluz said she will order a Dumpster from Groot that can be placed in the back lot for clean-up needs.

Hearts of Gold 2015

Chairman Fromm said that he and Commissioner Matt Ottaviano will review the Nomination Form for Hearts of Gold to ensure the form properly addresses the language regarding who is eligible for nomination. He added that on November 26, he and Commissioner Ottaviano will screen the nominations that come in, grouping them into categories for the entire Commission to review.

The event will be held at Rolling Green on February 21.

The goal is to get out information on Oct. 11 regarding the nominations and to have them returned by November 14. There may be a little more flex time in the schedule given that the event is held later than it has been in the past. The Commission is planning to meet Tuesday, December 2, at 6 p.m. to review nominations.

Chairman Fromm explained to the new members that each commissioner is assigned a Hearts of Gold honoree and will be responsible to reach out to that person, keep them informed of the plans for the event, and to write a short 200-word bio on their honoree.

Other Business

Per previous discussions about the 2015 Spring Sweep event, Commissioner Prost said he did secure two shredding trucks that will help to move the shredding line faster at the event. The trucks also take and break down the cardboard boxes that people bring their documents in.

Chairman Fromm reported that he and Commissioners Starck, Gilbert and Musolino will attend a September 17 meeting with Chamber representatives at Village Hall regarding a recap of the 2014 Mane Event.

Having no further business to discuss, the meeting was adjourned at 8:40 p.m.