



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd., Arlington Heights, IL 60005
September 13, 2017
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the August, 23, 2017 meeting.

IV. REPORTS

V. OLD BUSINESS

- A. Plans for Autumn Harvest, October 7, 2017.
- B.

VI. NEW BUSINESS

- A. Timeline & Tasks for Hearts of Gold, 2018

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Item: Approval of the August 23, 2017 Minutes

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
August 23, 2017 Minutes	Minutes

Minutes from the Special Events Commission Meeting held August 23, 2017, at 7 p.m. in the Commissions' Room located on the second floor of Village Hall, 33 S. Arlington Heights Road.

Attendance: Joe Musolino, Matt Ottaviano, Kevin Seifert, Joe Skibbie, Chris Fahnoe, Katie Newport, Colleen Engle, Steve Fromm, Mike Prost.

Absent: Amy Mazurowski, Laurie Mitchell, Scott Rowader

Minutes of the July, 2017 meeting were approved unanimously by the Commission.

Re-Cap of Mane Event, 2017

Commissioner Mike Prost said the set-up did not go as smoothly as he would like. He said he was not sure where the Commission's rented items were to be placed. For example, he wasn't sure which booth got a table and how many. He said there needs to be more details available for the person who is organizing the setup for the event.

He added that he was unaware that all of the high-boy tables needed to be moved to one spot for Saturday pick-up.

The Commission discussed talking to Arlington Rental and looking at how the two orders – Chamber's order and the Commission's order – could be separated better and/or dropped off at different locations within the Mane Event footprint. Commissioner Prost also added that it would be helpful to know the time of the arrival of the rentals so someone can make sure the Commission gets what it needed.

Everyone thought that the Business Expo groups attending did much better at knowing where they are were go. The Commission also had information as to booth assignments if they needed to assist anyone.

It seemed that there were issues with garbage and also clearing of the high-boy tables. Liaison Nancy Kluz talked about having cleaning items available near or at the tables but the Commission did not have any on hand. Liaison Kluz said she had heard of this issue from Public Works staff as well and she will work with them to come up with a clean-up plan. The Commission, as well as Public Works, noted that even more garbage cans would be a help. Liaison Kluz said it was so crowded that Public Works had difficulty pushing totes through the crowd to collect garbage and that plan will be reassessed.

It was reported that the bathroom trailer was under-utilized. The Commission agrees there needs to be a large, lit sign (like from a trailer) pointing out restrooms. It seems that people see the trailer, but do not realize it is a bathroom.

The Commission thought that the promo cards for Autumn Harvest were appreciated and they think this should be repeated next year as well.

Commission noted that some marshals did not stay past the closing of the event. It is realized that this is very difficult to manage.

The marshal vests are with Commissioner Steve Fromm.
Commissioner Amy Mazurowski had the tablecloths from the booth and is washing them.

There was also a request to bring scissors next year to take off the table covers on the high-boys.

Commissioner Colleen Engle said she thinks it would be a good idea to have a small group at set-up time to get things in order.

Entertainment for Mane Event, 2018

Chairman Joe Musolino said the Commission should already start planning for music for next year. He will head up that effort. It was mentioned that people at Mane Event were asking for Mike & Joe, which seem to be a local favorite.

Autumn Harvest, October 7

The Fire Department requested to participate in Autumn Harvest this year. They are unable to host their annual "Open House" because of construction of the Police Department.

The Commission is happy to have the Fire Department join them on October 7. They will take up street space and have demos, viewing of equipment, etc. The timing works great to recognize Fire Prevention Week. The Commission hopes that by adding the Fire Department Open House, the numbers for Autumn Harvest will increase.

In preparing for the annual Autumn Harvest it was noted that there was not enough assistance for the setup of the event. Liaison Kluz said she would request six Public Works people to help with setup and takedown.

More Autumn Harvest Tasks include:

- Ordering 800 pumpkins – Commissioner Matt Ottaviano. He will make the contact as he did last year.
- It was further discussed that the pumpkins be covered by a tarp in case of inclement weather. In addition, Public Works will need to bring out equipment to unload the pumpkins.
- The setup group will also have to unload straw for the scarecrows. The vendor supplying the Petting Zoo and Autumn Harvest has ordered the straw. He was told to deliver at 8:30 a.m.
- Chairman Musolino said he would help coordinate volunteers, using contact information he received from former commissioner Neil Scheufler. Commissioner Katie Newport said she estimates the need for 6 volunteers in the morning and at clean-up time.
- Two dumpsters will need to be ordered by Liaison Nancy Kluz
- Commissioner Katie Newport is securing several food trucks for the event
- For volunteers, they will be needed for 2 per shift for the hayride (2 shifts), 4 volunteers per shift for face painters/crafts (2 shifts), and 4-6 volunteers for setup and takedown,

Volunteers will need to be clarified for the next meeting. Chairman Musolino said he would check with Hersey High School and other groups for teen volunteers.

- Liaison Kluz to secure Public Works sound system and extra assistance.
- Commissioner Newport has secured the entertainment. Vibe, School of Rock, magic show, South Middle School.
- Commissioner Engle said she would order what is needed for Kids Crafts. She will have the orders delivered to Commissioner Newport.
- Commissioner Newport will also get two balloon twisters. Commissioner Engle said she would reach out to the balloon twister she knows and see if he can join for at least a few hours of the event. She suggested that a balloonist could be stationed by the hayride and make balloons for kids waiting in line. The Commission liked the idea.
- Liaison Kluz will ask Public Works to locate the banners for the park – a banner for the Commission, Autumn Harvest and Premium Sponsors.

Tasks to Complete:

- Commissioner Prost said he would look into getting a vendor for popcorn. Commissioner Engle said there was a great popcorn vendor that was a part of a Rolling Meadows.
- Someone needs to reach out to the Historical Society to see if they want to participate with old-fashioned games.
- Someone needs to take care of rental orders.
- Emcee for the event

Commissioner Fromm said that he would like to add 6 more scarecrows for the contest if possible. Commissioner Newport said she would check on what can be done. (Six more have been added, making the total of scarecrows 54.)

Commissioner Fromm said he needs everyone's donations of clothes and accessories for the scarecrows. The sign-up for the contest occurs as soon as the event opens and judging occurs at 2 p.m. He suggested that commissioners ask their friends for items – and all items are welcome.

Tree Lighting

Commissioner Fromm said he was able to secure two trolleys for Tree Lighting. Since the Commission has an added Premium Sponsor this year, they have the funds to spend more on the Tree Lighting event. The trolleys were a crowd pleaser last year.

Commissioner Newport said that she would look into some possible food truck vendors for Tree Lighting, from 4-6:30 p.m.

Having no further business to discuss, the meeting ended at 9 p.m.