



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
Village Hall
September 12, 2018
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the August 7, 2018 meeting

IV. REPORTS

V. OLD BUSINESS

- A.
 - Review of final plans, tasks for Autumn Harvest
 - Update Autumn Harvest Program Guide

VI. NEW BUSINESS

- A.
 - Promote Hearts of Gold Nominations
 - Reachout to past nominees to inform that nominations will be re-considered.
 - Other updates
 - Update Program Guide for Hearts of Gold

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 the August 7, 2018 meeting.

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
Minutes from August 7, 2018 meeting	Minutes

Minutes from the August 7, 2018 meeting of the Special Events Commission held in the Community Room of Village Hall, 33 S. Arlington Heights Road.

Attending: Chairman Joe Musolino, Mike Prost, Emma Edmondson, Kevin Seifert, Steve Fromm, Diane Jamieson, Laurie Mitchell and Colleen Engle

Absent: Scott Rowader, Nancy O'Donnell, Chris Fahnoe and Joe Skibbie

Mane Event Recap: the Commission commented on the large crowds and were very happy with the successful turnout. The glow-in-the dark giveaways were a very big hit. Commissioner Kevin Seifert complimented Commissioner Diane Jamieson for how she ran the information booth and handled the giveaways.

Commissioner Jamieson also handled the marshals and said there needs to be a 7th location added. The map that was supplied included only 6 marshal spots. The 7th spot would be the alley by Salsa 17. Commissioner Seifert thought that the area was only watched at the end of the event to ensure people did not leave with alcohol because Salsa 17 serves alcohol to their patrons in that area during the event.

Liaison Nancy Kluz said she would share the information with Police for next year's planning. The Commission would also like further guidance on coolers and whether they should be allowed at a Downtown event. Are they ok if there is no alcohol in them or are they not ok at all. If not ok, how are they confiscated? That issue will be further reviewed by the Police for all Downtown events.

Commissioner Jamieson said she would also like to provide marshals with a few guidelines that can be attached to their voucher. In addition, she suggested that each food vendor be given instructions about use of the voucher and that the voucher is not limited to \$5. She said several restaurants told her there was a \$5 limit. It was determined that the Commission should communicate with the Chamber on a best practice regarding sharing information with the food booth vendors regarding vouchers.

There was a comment that it becomes more and more difficult to get marshals for the event. It was suggested that they may want to work smaller shifts, or it would be helpful if some would be ok to work an entry point by themselves so they could make better use of the marshals that we do get. Commissioner Jamieson said she would begin looking for marshals earlier and consider offering shorter intervals of time for each marshal assignment.

Commissioner Steve Fromm said it is also important for the commissioners to stay late and help with marshaling when needed. Other commissioners agreed since everyone agrees it can be a long night for marshals.

Several commissioners said the sound was not quality this year. It was mentioned that it sounded muddled last year too and does not carry very far. The Commission does not believe it is necessary to make it louder, they just believe more speakers may be needed and the vocals need to be clearer. They said it is very similar to what they used to experience at the Tree Lighting ceremony. Once speakers were added the sound carried through the park better. Commissioner Laurie Mitchell said improving the quality of the

vocals seems to be needed. She added that people around her had said the same. Chairman Joe Musolino said he would talk with the sound company. Commissioner Engle said she would be happy to talk with Mike & Joe to see if it was anything they noted. Liaison Kluz said that it has been the same sound company for over 8 years and things have gone well for most of those years.

Commissioner Emma Edmondson said the kids activities went well. The only persistent problem in the beginning was the bouncy house that deflated several times within the first hour of the event. Liaison Kluz said that is where everything has been located in the past and she will see if there are any recommendations from Public Works to ensure that does not happen again.

Commissioner Fromm added that each year there is a question on what to do with the tall-boy tables and whether they should remain covered after the event. Liaison Kluz said this is another point that should be discussed with the Chamber. She learned that nothing is picked up from the rental company on Friday night and that the Chamber does use the highboys the following day. Commissioner Fromm said he did not see any highboys out on Saturday. Commissioner Jamieson said she also heard that the highboys were going to be used the second night. Commissioner Seifert said he asked the rental company to pick them up on Friday night.

Tasks & Responsibilities for Autumn Harvest, Saturday, October 6, 11-3 p.m.

Liaison Kluz said she would not be attending Autumn Harvest this year since she will be out of town.

- **Commissioner Steve Fromm** is the chair for the event and he went through a list of tasks. He said he is out of town until the day before the event and said that **Commissioner Nancy O'Donnell** will assist with overall setup plans and the scarecrow area.
- **Commissioners Engle and Jamieson** will manage the kids' crafts area. Commissioner Seifert said he would like to assist.
- **Commissioner Edmondson** will manage the entertainment, food trucks, face painters and balloon artists.
- **Commissioner Siefert** will manage the rentals (and will plan to get 24 less tables.)
- **Chairman Musolino** will handle the volunteers. It was stated that last year it appeared there was no second shift of volunteers.
- **Commissioner Mike Prost and Commissioner Chris Fahnoe** will manage the hayride. Commissioner Seifert ordered the hayride and petting zoo already.
- Liaison Kluz said that according to minutes from last year's event the Commission wanted to create specific assignments that student volunteers could sign up for – this would give volunteers a sense of responsibility to attend.
- **Commissioner Engle** suggested trying some churches, which also have youth programs with students needing to earn a certain amount of service hours.
- **Commissioner Mitchell (assisted by Commissioner Jamieson)** will contact the person that has been used for delivery of pumpkins. Last year, the pumpkins were placed in bins on pallets in the Park District's back lot the day before the event and covered overnight. The next morning Public Works brought an end loader to the park and moved them from the lot to the kids craft area. Liaison Kluz said 800 mini pumpkins were ordered. Commissioner Mitchell said she is happy to work out the logistics but will not be there the morning of the event. Commissioner Jamieson said she could assist.

- **Commissioner Engle** said that 800 pumpkins ran out last year and she wondered if more should be ordered. It was suggested she have more other crafts for kids to do since it is a gamble to order several hundred more pumpkins and not run out. She said it would help to cover them so they look less enticing for people to take. (Last year people had been taking pumpkins from the back of the craft station.)
- **Commissioner Engle** said she would buy several tarps to keep over the pumpkins during the craft time since it was noted that many were just taken during the event. Tarping them will make them look less tempting to take.
- Hay, hay wagon and petting zoo are all ordered by Commissioner Seifert.
- **Commissioner Rowader** said he would coordinate having a pumpkin carver who can be stationed where the scarecrows once were. He will also ask the carver if it is ok he is set up on grass and what he does with his garbage created from the carving.
- **Commissioner Edmondson and Commissioner Prost** have arranged for the kettle corn vendor who attended last year.
- **Commissioner Seifert** said he would make food vouchers for the volunteers.
- **Commissioner Edmondson** will look into getting a bouncy house or two depending on the budget.

of Volunteers needed:

6 for Scarecrow contest; two shifts of 3 volunteers each two shifts

4 for Hayride; 2 volunteers each for two shifts

20 for kids' craft area – 10 per each of two shifts

Football players are needed to help unload straw. The Commission commented that much of the straw bales were handled by the vendor who delivered and the Public Works/Park District help.

First shift of kids should be there at 10:45 for all activities. A few will be needed to unload/move hay from 8:30 – 8:45 a.m.

Tree Lighting Event, Friday, November 23

In giving an overview of this event, Chairman Musolino said the trolleys are ordered and that plans will need to be made for the drop-offs on the route through Downtown.

Commissioner Engle said she would contact the ice carver again that will be set up in Harmony Park. The Commission said that was appreciated by many and attendance should only grow.

Commissioner Mitchell said she would reach out to Metropolis to see if the Dickens Carolers can again be on each trolley ride.

Commissioner Engle said she would emcee the Tree Lighting event.

Having no further business to discuss, the meeting was adjourned at 8:25 p.m.

