



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
September 10, 2014
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the August 13, 2014 meeting

IV. REPORTS

V. OLD BUSINESS

- A. Update information on vendor for document shredding
B. Meeting Date for Recap of Mane Event & Taste of Arlington Heights

VI. NEW BUSINESS

- A. Discussion of plans for Autumn Harvest event, Saturday, October 11
B. Discussion of Timeline & Tasks for Hearts of Gold

- Sponsorships
- Nominations
- Awards

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 of August 13, 2014

Department: Village Manager's Office

Minutes of the August 13, 2014 meeting of the Special Events Commission

ATTACHMENTS:

Description	Type
August 13, 2014 Minutes of the Special Events Commission	Minutes

**Minutes of the Special Events Commission meeting held on Wednesday, August 13,
2014, in the Siegel Room located on the third floor of Village Hall,
33 S. Arlington Heights Road.**

Attendance: Steve Fromm, Kevin Seifert, Matt Ottaviano, Mike Prost, Joe Musolino, Amy Mazurowski, Chris Fahnoe, Colin Gilbert, Claudia Starck.

Absent: Neil Scheufler, Colleen Engle, Laura Oberg

Approval of Minutes

Minutes from the previous meeting were approved.

Old Business – Document Shredding truck for Spring Sweep

The Commission wanted to revisit the plans for the document shredding truck(s) that will be on site for the 2015 Spring Sweep event.

Commissioner Mike Prost was asked to look into contracting with two smaller trucks than getting just one, large truck for the event. Currently, there is a plan to use one truck.

Commissioner Claudia Starck said her concern is in regards of the long line that forms for shredding. She understands that a larger truck is faster at shredding documents and will remove the boxes documents come in. However, with one truck there is still only one line which could cause problems. With two trucks – even if they are slower at shredding – there can be two separate lines for traffic.

The Commission agreed that two trucks would probably work better in regards to keeping cars moving through. Last time the line for the event became too long and started to back-up onto the frontage road which is not a good idea.

Commissioner Prost said he will look into two trucks and if it could work better for the layout of the event he will see if he is able to make a switch from one truck to two.

Recap on Mane Event

Chairman Steve Fromm asked the Commission to list concerns with the Mane Event that needed to be worked out for 2015. Collectively, the Commission listed the following concerns that needed to be addressed:

- White fencing at the entrance area kept falling down
- Fencing needs to be weighted down and zip tied better
- More signs for “No alcohol beyond this point” – and have the signs on both sides of the fencing
- May consider some “guest services” for people with disabilities (getting people through the crowd who are in wheelchairs.)
- Add seating for eating areas at the ends of the street, and/or fountain area of park.

- Should be made clear that there is a Last Call for liquor service and/or change the liquor license to end at 10:30 p.m. instead of 11 p.m.
- Need better coordination with the Racetrack so Commission is aware of their plans for the event
- If Jumbotron is used again it needs to go further south on Vail. Message with sponsor logos, etc. was never received by the Racetrack in time, due to a glitch with the Village's mail server.
- Put something at the top of the Commission tent that says "Information."
- Add "Special Events Commission" to the table cloths for the tent.
- Sponsors for each event should be promoted on the nights of the event they are sponsoring.

Chairman Fromm said a discussion was held with the Chamber that each night would have its own sponsors recognized. He said he was concerned when a sponsor for the Taste was brought up on stage during the Mane Event. He said one of the sponsors for Mane Event complained about that occurring.

He said there needs to be communication between the Chamber and Commission regarding the sponsors for both nights, and it needs to be done early in the planning stages of the events.

Commissioner Kevin Seifert said it's very disheartening that one of the Premium Sponsors for the Commission was concerned about a Taste sponsor being up on stage the night of Mane Event.

The Commission discussed plans to ensure that there is clear direction regarding the Commission's Premium Sponsors. The group also suggested that some Commissioners and Chamber members should meet to discuss the sponsorship concerns as well as an interest in the future to learn about participants, plans for set-up, layout, etc., for the Mane Event. The Commission was in agreement that the two groups should work more closely together for the Mane Event.

Autumn Harvest, October 11

Normally, Autumn Harvest is held the first Saturday of each October, but the Commission learned that October 4, 2015, is Yom Kippur. Given that, the Commission has agreed to change the date for Autumn Harvest to Saturday, October 11.

The event is held in North School Park and will be held from 11 – 3 p.m.

- Commissioners Amy Mazurowski and Colleen Engle will oversee the Kids' Craft area
- Commissioner Prost will oversee the Petting Zoo
- Commissioner Kevin Seifert will secure the Hayride
- Commissioner Starck will oversee food vendors, pumpkins and hay
- Commissioner Neil Scheufler has been asked to get volunteers to assist with set-up and activities
- Chairman Fromm asked that the Information Booth at Autumn Harvest really promote the Special Events Commission and the events it hosts. He added that we could promote nominations for the Hearts of Gold as well.

Hearts of Gold 2015

- Commissioner Prost will look into options for Hearts of Gold awards.
- Commissioner Starck will find out whether the Commission may be better served by getting a sponsorship from the person who has purchased the flowers in the past. She explained that there are smaller centerpieces that can be done for the tables that would not need to be purchased through a florist.
- Commissioner Matt Ottaviano and his wife, Bev, will work together on the Hearts of Gold program booklet.
- Commissioner Mazurowski said she may have a lead on a photographer who can take the portraits for the booklet.

Chairman Fromm said the Commission will focus more on this event at its next meeting.

Having no further business to discuss, the meeting was adjourned at 8:20 p.m.