



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room Village Hall
33 S. Arlington Heights Road, AH 60005
September 8, 2021
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from July 14, 2021
- B. Approval of Minutes from August 11, 2021

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Harmony Fest 2021
- B. Tree Lighting 2021
- C. Hearts of Gold 2021

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.



**Special Events Commission
9/8/2021**

Item: Approval of Minutes from July 14, 2021

Department: Village Manager's Office

Approval of Minutes from July 14, 2021

ATTACHMENTS:

Description

July 14 Minutes Special Events
Commission

Type

Agreement

July 14, 2021

7pm

Village Hall -Commissions Room

Present: Laurie Mitchell, Kevin Siefert, Dave Jaffe, Karen DeZellar, Steve Neill, Steve Fromm, Scott Rowader, Collen Gaughan, Kelly Barash

Kevin Siefert motioned to approve the minutes.

Karen DeZellar 2nd the motion.

Randy advised Nancy Kluz's replacement has been hired. Once everything is finalized we will be introduced.

HARMONY FEST October 1, 2

The 2019 Mane Event Budget was shared with the commission to use a guideline for Harmony Fest.

Music

Mike and Joe is confirmed as the Headliner for Friday night. Laurie is working with Village legal (to get the contract signed).

Regarding a warm-up band, Laurie talked with Chip of Hey Nonny regarding an act as a possibility for a warm-up to Mike and Joe. It makes sense for Hey Nonny to keep their already-scheduled act. There are two groups that are available and within the price range: Rico – a Santana tribute band, and Midnight Sun-an Earth, Wind, Fire tribute band. If you would like to cast a vote, please go online and give a listen to each and tell Laurie your opinion before the end of the day Thursday, July 15. Laurie will contact Rico to be the warm up band.

Chamber's Headliner will start at 8:30pm and play until 11pm.

Mike and Joe are willing to play until 11pm. Per Randy, music can be played until 11pm.

10:30pm will be the last call for alcohol. This should be consistent with Saturday.

Laurie will coordinate speeches with the Mayor and Sponsors.

Laurie will continue to coordinate with the Chamber to ensure schedules are similar on Friday and Saturday.

Saturday's schedule is noon – 5pm Family Time Activities

Randy announced that the Village approved the additional expense of the speakers to "fly" over Harmony Park to avoid side to side "spilling" of sound and ensure those in the green space can hear the music. The overhead speakers should ensure the sound is cast over and to the back of Harmony Park. This should also avoid interfering with music at Hey Nonny.

General Activities

Haven't had a fire truck at the Mane Event. We could have one as long as it is a piece of equipment that is out of service and is safe for the kids to climb on. Questions arise regarding where would the fire truck go? What are the OT costs for the man hours?

Bookmobile

Diane Jamieson to ask the Bookmobile about coming on Friday night. Question: where would it go?

Steve Neill can try to set up a dog demo with Officer Finnery. How much space is needed? Smaller the better – limited demo – maybe handout little stuff. Chief Pecora or Randy will advise where the demo can be held.

Kid's Activities Keri/Diane

-Start at 5pm and end at 8pm (depending on budget).

Determine where the kids' activities should be.

Communicate with Mindy and John of the Chamber to find out where their kids' activities will be.

RE Bounce/Inflatables

Per Randy, Bounce House/Inflatables are OK as long as they include VAH as insured on their liability insurance rider or have one of their own staff as chaperone.

An option would be for the Chamber to procure the bounce house items and we reimburse the Chamber. Last option would be to choose other activities for the kids.

Lighting

Public Works will put up lighted balloons where ever we want.

Sponsorship Banners

Are in the PW Locker. We should take a look at them for condition.

PR

Randy advised that the Village will handle the promotion of Harmony Fest and will collaborate with the Chamber on write up to ensure inclusion of Friday pm and Saturday pm sponsors.

Tables and Chairs

Kevin will place the order with Eve at Arlington Rental. This includes bistro tables and any tables/chairs needed for kids' activities.

Give Aways

Steve Fromm will look into and make arrangements asap. \$2K budget

Marshalls Colleen/Diane

54 Marshalls are needed for 9 entrances/exits with 3 time-slots and 2 Marshalls per entrance/exit.

Chamber asked if we could take on recruiting the volunteers for Saturday. Randy advised to keep responsibilities the same as they were for the Mane Event with the Village handling Friday night activities and the Chamber handling Saturday activities.

Kevin will print the coupons for the volunteers.

TREE LIGHTING. November 26, 2021

Steve has reserved the Trolleys. They wanted \$950. 2019 we paid \$750. Steve negotiated \$850.

2 Trolleys from 4pm-7pm.

WayToGoLimosine.com

Steve will book them.

Should we do entertainment?

Kettle corn guy?

Hersey Dickens Carolers?

AH Park District Vibe Dancers?

Laurie will ask the Metropolis regarding actors to ride on trolley. One Commissioner should ride on each trolley to ensure route is followed.

HEARTS OF GOLD DINNER

Laurie is gathering pricing and details from Rolling Green.

Meeting adjourned.

Visitor in the meeting declined giving her name.



**Special Events Commission
9/8/2021**

Item: Approval of Minutes from August 11, 2021

Department: Village Manager's Office

Approval of Minutes from August 11, 2021

ATTACHMENTS:

Description	Type
Minutes from August 11, 2021	Agreement

Minutes Special Events Commission: August 11, 2021

Please note: This meeting did not reach quorum and therefore no action or motions were taken.

- I. CALL TO ORDER: 7:05 p.m.
- II. ROLL CALL
 - a. Present: Karen DeZellar, Steve Fromm, Dave Jaffe, Diane Jamieson, Kevin Seifert, Keri Stanley
 - i. Also present: Avis Meade & Diana Mikoula
 - b. Absent: Kelly Barash, Chris Fahnoe, Colleen Gaughan, Laurie Mitchell, Steve Neill, Scott Rowader
- III. APPROVAL OF MINUTES
 - a. Due to a lack of quorum no motions were made for the approval of minutes. Approval of minutes from July 14 will be tabled and placed on the Sept. 8th agenda.
- IV. REPORTS
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - a. Harmony Fest
 - i. Diane shared updates regarding Harmony Fest. Updates were given regarding event planning
 - ii. Steve Fromm will order giveaways
 - iii. Laurie will coordinate speeches with mayor & sponsors
 - iv. Proposal for additional “fly-over” speakers in Harmony Park was approved
 - v. Diane will ask Bookmobile about coming Friday night
 - vi. Kids activities are 5 – 8 p.m. on Friday and 12 – 5 p.m. on Saturday
 - vii. Kevin placing order for tables & chairs for Kids activities through Arlington Rental
 - viii. Volunteers: Marshals will be solicited by Colleen & Diane. 54 needed for 98 entrances/exits for 3 time slots with 2 marshals per entrance/exit. Potential for decreasing this pending Police approval
 - b. Tree Lighting:
 - i. Scheduled for November 26, 2021
 - ii. Steve F. negotiated trolleys for \$850 and Steve will book them
 - iii. Discussion regarding potential entertainment to be considered at a future meeting
 - c. Hearts of Gold Dinner
 - i. Laurie is gathering pricing and details from Rolling Green. Future updates will be shared
 - ii. Staff will research past efforts for Hearts of Gold nominations in efforts to seek submissions from the community, beginning in September

VII. OTHER BUSINESS: None

VIII.ADJOURNMENT: 8:02 p.m. Motion: Dave 2nd: Steve