



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd., Arlington Heights, IL 60005
August 23, 2017
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the meeting of July 12, 2017.

IV. REPORTS

V. OLD BUSINESS

- A. Re-cap of 2017 Mane Event

VI. NEW BUSINESS

- A. Recognition of Fire Prevention Week at Autumn Harvest.
- Fire Department would like to partner with Commission at Autumn Harvest with displays, information booths.
 - Fire Department is unable to host its annual Open House due to construction of new Police Station
- B. Timeline for Hearts of Gold Nominations
- C. Plans for Tree Lighting, 2017.
- D. Planning for Autumn Harvest, October 7, 2017.

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 July 12, 2017, meeting

Department: Village Manager's Office

ATTACHMENTS:

Description

minutes 7 12 17

Type

Minutes

Minutes from the Special Events Commission Meeting held on July 12, 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, Steve Fromm, Laurie Mitchell, Joe Skibbie, Kevin Seifert, Katie Newport, Amy Mazurowski, Chris Fahnoe, Mike Prost

Absent: Colleen Engle, Matt Ottaviano, Scott Rowader

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

Plans for 2017 Mane Event

Chairman Joe Musolino asked Liaison Nancy Kluz to report out the status of the plans for Mane Event. She said that the Village's Community Events Staff Committee will meet with the Arlington Heights Chamber of Commerce in a week to discuss the layout and details of Mane Event and the Taste of Arlington Heights.

She said that the Chamber is doing an initial layout that includes the Business Expo. The map will be sent over and the Commission's items will be added to it. Liaison Kluz said that Commission's set up usually includes two bouncy houses, facepainters and balloon twisters, along with booth spaces for Police, Forestry, Water Utilities, Park District and Bookmobile. These set-ups are typically located on the south end of Vail, from the Garage to Sigwalt Street and on the west end of Campbell near Highland.

Liaison Kluz said that the Chamber offered to supply some maps for the event and they will also have a set-up for directing business expo vendors to their designated spaces. In the past vendors often ask the Commission about their set-ups, and with the Chamber being on site to guide vendors will be a great help.

Commissioner Kevin Seifert said he plans to add more hi-boys to the rental order he is handling. The added tables will be placed on Vail and the west end of Campbell. He also asked about the Premium Sponsors to ensure they have space at the event. Chairman Joe Musolino said that the Premium Sponsors all have a booth through the Chamber.

The Commission's tent is 10x20 and is placed on Campbell, in front of Peggy's. The tent will require four tables and the Commission should order 20 more chairs that can be used for the marshals, according to Liaison Kluz. Commissioner Seifert reminded the Commission that we take care of our own rental needs and do not go through the Chamber.

Commissioner Mike Prost will be on site at noon to figure out the set-up plans. The Commission discussed how there needs to be several commissioners there early enough to help with the set-up of hi-boys and putting tablecloths on them.

The Commission discussed putting a balloon artist and face painter on the west end of Campbell. Other balloon artists and face painters will be on the south end of Vail.

Chairman Musolino will reach out to Mayor Hayes to find out when he can make welcome comments from the stage on the night of Mane Event.

The Commission also reviewed that Commissioners Laurie Mitchell and Chris Fahnoe will greet the bands and help them with their set-ups. The bands can unload in the fire lane behind Dunton Tower and then move to saved spaces in the Vail Garage. The sound and stage crew are to park on Highland, near Sigwalt.

Liaison Kluz will get details about the bands to Commissioners Mitchell and Fahnoe. She added that she will send out letters and maps to the bands and copy the two commissioners overseeing the bands' arrival.

The Special Events booth is to be chaired by Commissioners Amy Mazurowski and Colleen Engle.

Commissioner Fahnoe is updated a large banner that will hang from the stage and highlight the Premium Sponsors. He will also bring water for the booth and supply the band with their needs for food and water.

Liaison Kluz said she will ask Public Works to bring out the Commission's banners for its booth. She also added that if the Commission was buying cases of water for the booth, they could drop off the cases with Public Works and Public Works could bring them to the stage and/or Commission booth.

Commissioner Joe Skibbie said he could create Save a Date cards for Autumn Harvest that can be distributed from the booth and placed on the hi-boys.

At the next meeting, the Commission will discuss plans for Autumn Harvest and add-ons for the Tree Lighting event. The Commission plans to add onto Tree Lighting since they do not plan to do their family Field Day event this year, enabling them to possibly add those funds to Tree Lighting. In addition, the Commission has \$7,500 in Premium Sponsorships.

Having no further business to discuss, the meeting adjourned at 7:50 p.m.