



Agenda  
Village of Arlington Heights  
Special Events Commission  
Commissions Room-33 S. Arlington Heights Rd., AH 60005

August 14, 2024  
7:00 PM

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A. Minutes for Special Events Commission: July 11, 2024

**IV. REPORTS**

**V. OLD BUSINESS**

- A. Hearts of Gold 2024
- B. Autumn Harvest 2024
- C. Tree Lighting 2024

**VI. NEW BUSINESS**

- A. Swing into Spring 2025
- B. Sponsorship 2024

**VII. OTHER BUSINESS**

**VIII. PUBLIC COMMENT**

**IX. ADJOURNMENT**

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, [emercado@vah.com](mailto:emercado@vah.com) or (847)368-5793.

## Minutes for Special Events Commission Meeting: July 11, 2024

Meeting called to order by Diane Jamieson at 7:03 p.m. in the Commissions Room at Village Hall.

- **Present:** Kelly Barash, Diane Jamieson, Matt Fink, Laurie Mitchell, Cari Boyle, Colleen Gaughan, Karen DeZellar, Kevin Seifert, Keri Stanley, Steve Fromm
- **Also Present:** Staff Liaison Avis Meade
- **Absent:** Brad Katz, Jennifer Eichorn, Michelle Harris

### APPROVAL OF MINUTES

- Minutes from May 8, 2024 were corrected to reflect that Steve Fromm was absent. Motion to approve updated minutes was made by Laurie Mitchel with a second from Kevin Seifert.

### OLD BUSINESS

- **Autumn Harvest 2024**  
Autumn Harvest will take place on Saturday, October 5<sup>th</sup>, 11 a.m. – 2 p.m. at North School Park. Staff will inquire with Sunshine Farms regarding petting zoo options, as they are the horse trolley vendor, and bring the straw for the scarecrows. Commissioners decided to decrease the amount of scarecrow decoration stations from 60 to 48, so that participants have more accessories. Commissioners will begin collecting donations of clothing and accessories from family/friends. Communication efforts will include the opportunity to pre-register as a team, and will also encourage people coming to bring their own donated clothing. Prizes will be donated by Arlington Heights businesses. The event will once again include pumpkin decorating, live music, crafts, food trucks, entertainment, and the book mobile. Ongoing planning will continue. Marketing will begin soon.
- **Tree Lighting 2024**  
Tree Lighting 2024 will take place on Friday, Nov. 29<sup>th</sup>, 4:30 – 6:30 p.m., with the tree lighting at 5 p.m. Trolleys have been reserved and reindeers have been hired. Staff reported that a company was found to provide a mini-bus that provides wheelchair accessibilities, for \$250, 4 – 7 p.m. The Commission requested that this bus be booked in order to improve accessibility for all to attend and experience this event. A design in North School Park will be added in 2024, on behalf of the Special Events Commission. Public Works and staff will discuss options with the Park District. Commissioners will make the signage that will display the sponsors. Storage of the display will also be considered.
- **Hearts of Gold 2025**  
Efforts to solicit nominations for Hearts of Gold 2025 will begin in September, 2024. Sound issues will be addressed for 2025's banquet. Commissioners will research teleprompter options as well. Planning will continue.

### NEW BUSINESS

### OTHER BUSINESS

- **Swing into Spring 2025**

The commission is planning to book rides and events for Swing into Spring 2025. The date of May 17<sup>th</sup> was proposed and will be confirmed, pending Park District and Village feedback.

#### **ADJOURNMENT**

- A motion was made to adjourn at 7:55 p.m. by Kelly Barash with a second from Colleen Gaughan