



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
Village Hall
August 8, 2018
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the meeting of July 11, 2018.

IV. REPORTS

V. OLD BUSINESS

- A. Recap of 2018 Mane Event
- Update Project Guide

VI. NEW BUSINESS

- A. Hearts of Gold Nominations - September
- Discussion of Award Categories
 - Starting process in September
 - Discussion of re-using past nominations
 - Update Project Guide
- B. Autumn Harvest
- Commissioner Fromm Event Chair
 - Discuss Tasks & Timeline
 - Update Project Guide
- C. Tree Lighting Event Discussion
- Event Chair
 - Tasks & Timeline
 - Update Project Guide

VII. OTHER BUSINESS

- A. Spring Sweep Meeting with Racetrack
- B. 2019 Commission Budget due August 13.

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: Minutes of the July 11, 2018 Meeting

Department: Village Manager's Office

ATTACHMENTS:

Description

July 11, 2018 Minutes

Type

Minutes

Special Events Commission meeting held on July 11, 2018 in the Commissions Meeting Room of Village Hall, 33 S. Arlington Heights Road.

Attending: Chairman Joe Musolino, Scott Rowader, Joe Skibbie, Chris Fahnoe, Emma Edmondson, Mike Prost, Diane Jamieson, Colleen Engle

Absent: Kevin Seifert, Laurie Mitchell, Steve Fromm, Nancy O'Donnell

Minutes of the June, 2018 meeting were approved.

Mane Event Details

The Commission discussed final details for the Mane Event to be held on August 3. Chairman Joe Musolino is not able to attend the event and Commissioner Scott Rowader has been asked to make announcements from the stage and assist with setup on the morning of Mane Event.

Commissioner Chris Fahnoe is unable to attend Mane Event and he will have everything ready for the bands before the event. Commissioner Steve Fromm will take his place in assisting the bands regarding unloading, parking and any other band needs. Liaison Nancy Kluz has sent each band a letter with directions and information for the Mane Event.

She said that the Chamber will have their VIP tent set up near the back of the stage. They said that band members are welcome to use it for storage, or if they need to change, etc.

Commissioner Emma Edmondson said she had reserved the balloon twisters and face painters, as well as the bounce house and inflatable obstacle course. Liaison Kluz said that the children's entertainment has typically been split between the west end of Campbell and the south end of Vail.

Liaison Kluz said it will be important to make sure that the commissioners walk the crowd and remind everyone that the children's entertainment ends at 8 p.m.

She also said that she reached out to our "community partners" and that Public Works Water Division as well as Forestry Division will be coming, along with the Park District and Bookmobile. The Police Department is still deciding if they have someone available to be at a booth. The National Night Out is held the following week, so finding staff to work Mane Event is more difficult.

Commissioner Diane Jamieson said she is making decent progress on the marshals. She asked about getting email addresses for the potential marshal's email list that she was given. She's working on two marshals per location. She has been given the map of marshal locations. She was told that a former commissioner provided the list of marshals and she will check with him to see if he has an email list. Commissioner Mike Prost believes that Commissioner Steve Fromm has the marshal vests.

Commissioner Jamieson was told that the marshals come to the SEC booth to sign in, get their vests and are shown their locations. Liaison Kluz said marshals should be given food coupons and their biggest role is to ensure no one comes in/leaves with alcohol. Each marshal will be provided a map of the Mane Event booths.

The Commission discussed the SEC booth saying that there should be someone there at all times for providing giveaways to the crowds, signing in marshals and assisting in helping finding locations.

Liaison Kluz said everything is set for the bathroom trailer. She said Public Works will try to add signage to the trailer so the crowd knows it's a restroom. She added that the dumpsters are also taken care of and that she and Commissioner Rowader will do the setup on the morning of Mane Event.

Other Business

Spring Sweep

Commissioner Prost said he is planning a meeting with the Racetrack to discuss details of what will work better for the line-up and flow of traffic.

Hearts of Gold 2019

The Commission has secured Rolling Green for its next Hearts of Gold banquet.

Commissioner Fahnoe said the commission should discuss Hearts of Gold categories. He said it always seems to come up, but it comes up too late in the process. Chairman Joe Musolino said the topic does come up each year and that there are years where the Commission does not receive nominations in every category. There is also conversation on whether we have too many categories, which causes confusion for nominators.

The Commission decided to start asking for Hearts of Gold nominations in September instead of October. They also decided to include nominations from last year into the 2019 nominations since there were many wonderful nominations made that did not receive an award.

Commission Shirts

Commissioner Colleen Engle said she received an email from Commissioner Fromm regarding the need for new Commission shirts since there are several new members. She said she can only make an order for 12 shirts at a time. The Commission said to go ahead and place the order with a variety of sizes. She will email commissioners regarding sizes.

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