



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd., Arlington Heights, IL 60005
July 14, 2021
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from June 23, 2021

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Discussion of 2021 October Event: Harmony Fest
- B. Tree Lighting (Trolleys)
- C. Hearts of Gold 2022 (Venue)

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
7/14/2021

Item: Approval of Minutes from June 23, 2021

Department: Village Managers Office

ATTACHMENTS:

Description

Minutes 6-23-2021

Type

Minutes

SEC Meeting Minutes
Village Hall – Commission Room
June 23, 2021

Commissioners in attendance: Laurie Mitchell, Steve Fromm, Kevin Seifert, Diane Jamieson, Keri Stanley, Scott Rowader, Steve Neill, Colleen Gaughan, Kelly Barash
Absent: Chris Fahnoe, Dave Jaffe, Karen DeZellar

New Commissioner

Laurie introduced Kelly Barash our newest Commissioner. She replaces Mike Prost. We still have one remaining opening to fill.

Harmony Fest

Friday, October 1 5pm – 11pm

Village items previously coordinated by Nancy - there are several areas that Nancy handled with staff:

PR

- VAH handled the promotion of Harmony Fest.

Stage and Sound

- We will need a mic for Friday night for introductions, announcements and sponsors to address the crowd.

Public Works

- VAH/PW places the order for the dumpster and coordinates delivery into the Vail St garage
- Can Public Works put up lighted balloons at the main entrances (since the event will be in October it will get darker sooner)
- Can PW put up the sponsorship banners (should be in the PW locker).

Police/Fire

- Nancy met with Police and Fire to review the event set up, discuss feedback from previous years and information needed for Marshalls including locations to manage.
- Please invite Police, Fire and Public Works to participate in Harmony Fest. In the past, they have brought a firetruck for kids to climb on, PW did an example of how a toilet works. Maybe Police can do a dog demo?
- VAH arranges overnight security Thursday, Friday and Saturday

Budget

- Could we get a line item breakdown of the budget so we know what was spent in past years?

Entertainment - Laurie

- Opening Band - Mike and Joe, Warm-up Band tbd
- Laurie has contracted Mike and Joe. She will review their rider for snacks/beverages
- Laurie is working on finding a warm up band. She has spoken with Chip Brooks at Hey Nonny and will follow up with suggestions soon.
- If time permits, we may inquire with School of Rock regarding playing 5pm-5:30pm.
- Check with the Chamber to Ensure start/stop times for bands and alcohol sales are the same for Friday and Saturday.

Timing of Event

5pm-5:30pm School of Rock – if time permits

6p-7:30pm Opening Band

7:30pm Mayor and Sponsor Speeches
7:45pm-8:30pm Set up for Mike and Joe
8:30pm -10:30pm Mike and Joe
10:45pm – 11pm Announce end of event?
11pm-11:15pm Final Final clean up

- *Overcommunicate end time of band to avoid angry attendees – this is a detail to include on all signage and promotion of event.*

Children's Activities – Keri and Diane

- Determine timeframe, location and if power is required.
- Contact bouncehousesRus@gmail.com.
- Pick 3 options and talk to Chamber to maximize pricing.

Tables and Chairs – Kevin

- Kevin will work with Eve at Arlington Rental. Our order should not be combined with the Chamber's.
- Provide all table and chair requirements to Kevin.

SEC Booth GiveAways – Kevin

Marshalls – Colleen and Diane

- Diane will send a template to Diana Mikula regarding need for Marshalls. 3 timeframes that start at 4:30pm and go through 11:15pm. Confirm with Chamber to ensure timeframes are the same. Diana will send out to the Village. Colleen and Diane will work together to fill all Marshall spots. Marshalls should be over 21. Vendor Coupons to each Marshall can be used for any food or drink.
- Vendor Coupons - communicate to all vendors/food booths that coupons can be used for any item, food or drink, and will be reimbursed by the VAH. Directions for getting reimbursed should be handed out to each vendor at the beginning of the night. Friday night only. A Commissioner could be responsible for visiting all food/drink vendors to ensure they understand how to get reimbursed for items given to Marshalls in exchange for a vendor coupon.

We hope to have all Commissioners available during the event on Friday, Oct 1.

Tree Lighting

Friday, Nov 26

Questions for the Village (hoping you have invoices to reference):

- Who was the vendor for the trolleys?
- Do you have the contact information for the Ice Carver we hired in 2019?

Trolleys – Steve

- Steve will order the trolleys as soon as he knows the vendor.

Hearts of Gold

February 22, 2022

- Laurie booked Rolling Green. Contract coming soon.
- Solicitation of Hearts of Gold nominations begins in September



Special Events Commission
7/14/2021

Item: Discussion of 2021 October Event: Harmony Fest

Department: Village Managers Office

ATTACHMENTS:

Description

Type

No Attachments Available



Special Events Commission
7/14/2021

Item: Tree Lighting (Trolleys)

Department: Village Managers Office

ATTACHMENTS:

Description

Type

No Attachments Available



Special Events Commission
7/14/2021

Item: Hearts of Gold 2022 (Venue)

Department: Village Managers Office

ATTACHMENTS:

Description

Type

No Attachments Available