



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room 2nd Floor

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
June 10, 2015
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of minutes from the May 13, 2015 Special Events Commission Meeting.

IV. REPORTS

V. OLD BUSINESS

- A.

VI. NEW BUSINESS

- A.
- Design of float
 - Discussion of giveaways
 - Participation
- B.
- Layout of Event
 - Review of Tasks
 - SEC Booth Space
 - Coordination with Chamber and Racetrack

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: Minutes from the May 13, 2015 Meeting

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
Minutes from the May 13, 2015 meeting	Minutes

**Minutes of the Special Events Meeting held on May 13, 2015 in the Commissions Room of
Village Hall, 33 S. Arlington Heights Road.**

Attendance: Steve Fromm, Neil Scheufler, Matt Ottaviano, Claudia Starck, Matt Ottaviano, Joe Musolino.

Absent: Katie Newport, Chris Fahnoe, Kevin Seifert, Colin Gilbert, Amy Mazurowski, Colleen Engle. Mike Prost

The Special Events Commission met in the absence of a quorum and did not vote on any matters.

Update on Alliance Meetings

Commissioner Matt Ottaviano met with the Arlington Economic Alliance as an ex-officio member. By having a Special Events Commission member attend their meetings, the Alliance hopes to learn of ongoing events in the community and possible connections with the business community.

Recap of Spring Sweep event

The event was well attended, despite cold and cloudy weather. The rain held off throughout the day. The Commission estimates that the amount of electronics gathered was about the same as last year. The same was true regarding shredding.

The set-up this year worked out better than last year and it was suggested that it be followed again. It was reported that there was no back-up of traffic onto the frontage road and things moved quickly inside of the parking lot.

Chairman Steve Fromm said Commissioner Prost recommends more directional signage for next year. The Commission added that the traffic pattern and signage inside the lot worked very well. The Commission was also able to display banners of their Premium Sponsors.

Commissioner Ottaviano reported that the paper shredding contractor did not want to fill the truck with shredded cardboard boxes, so any boxes that were brought on site had to be broken down and put in the Public Works truck for recycling. The Commission was not aware that the shredder would not take the cardboard boxes so there will need to be plan in place next year to handle those.

It was also mentioned it would be nice if Public Works could bring a truck with sides that are lower so it is easier to place the cardboard in. This year, Public Works brought a large truck with high sides.

Fourth of July Parade

The float design is being handled by Commissioner Colin Gilbert and he is planning a change-up this year. Nothing has been ordered for the float, and the Commission also has to look into giveaways.

The Commission hopes to focus on the float and Fourth of July participation at their next meeting.

Mane Event

Chairman Fromm went through the assignments for Mane Event, which will be held on Friday, August 7. He would like Commissioner Katie Newport, who is with the Park District, to plan for the children's entertainment including rental of a bouncy house, organizing face painters and balloon twisters.

Commissioners Colleen Engle and Amy Mazurowski are assigned to do equipment rental – taking care of the needs of the Commission's tent as well as looking into the possibility of "hi-boy" tables since the event's footprint is to be extended on Vail.

Commissioners Chris Fahnoe and Neil Scheufler will coordinate with the Chamber of Commerce and also with the Arlington Park Racecourse. It was mentioned that the Racecourse would like to bring back the Jumbo Tron again. They would also need pictures, messages sent from the Village that can run on the Jumbo Tron – the information regarding the deadline for the electronic material is needed.

Commissioner Ottaviano will coordinate marshals for this year. The group was reminded that they did not have enough marshals and that they did not properly cover all of the areas needed.

The meeting was adjourned at 7:45 p.m.