



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

April 24, 2024
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes from March 13, 2024

IV. REPORTS

V. OLD BUSINESS

- A. Swing into Spring 2024
- B. Autumn Harvest 2024
- C. Tree Lighting 2024

VI. NEW BUSINESS

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 or (847)368-5793.



**Special Events Commission
4/24/2024**

Item: Special Events Commission: Minutes from March 13, 2024

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
Minutes from Special Events Commission March 13, 2024	Agreement

Minutes for Special Events Commission Meeting: March 13, 2024

Meeting called to order by Diane Jamieson at 7:05 p.m. in the Commissions Room at Village Hall.

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

APPROVAL OF MINUTES

- Motion to approve Minutes for February 20, 2024: a motion to approve by Steve Fromm and a second by Michelle Harris

OLD BUSINESS

- **Hearts of Gold 2024**
Commissioners recapped the Hearts of Gold Banquet, which took place on Sunday, Feb. 25th, 12 – 4 p.m. at the DoubleTree. Approximately 230 attendees attended the event. Commissioners arrived early to find that the banquet hall was not arranged or set up as agreed upon by the venue, which resulted in complications with the seating chart. Staff was responsive in helping to fix the situation. Additional feedback was that the railings didn't fit the stage height, but they functioned. The sound in the room was poor and an ongoing issue and it's suggested in 2025 that an external DJ system is utilized as the sound issues in this room continue to be an issue. The Valet parked approximately 50 cars and we will add "valet" to notify future guests. Commissioners will consider using a teleprompter next year and will research options.
- **Swing into Spring 2024**
Swing into Spring is scheduled for Saturday, May 18th, 11 a.m. – 2 p.m. at North School Park, with the Community Bike Race hosted by the Bicycle and Pedestrian Commission scheduled for 9 a.m. on Eastman. Public Works will deliver the flower wooden cut out. Marketing efforts will begin in April. El Rey music is contacted to be the performing band. Food trucks and vendors are confirmed.
- **Autumn Harvest 2024**
Autumn Harvest will take place on Saturday, October 5th, 11 a.m. – 2 p.m. at North School Park.
- **Tree Lighting 2024**
Tree Lighting 2024 will take place on Friday, Nov. 29th, 4:30 – 6:30 p.m., with the tree lighting at 5 p.m. The Village will provide a new display at North School Park. Part of the display will include a sign that can display our sponsors. Public Works staff is considering their staffing time and options to create something in-house. If not, then something will be purchased.

NEW BUSINESS

OTHER BUSINESS

ADJOURNMENT

- A motion was made to adjourn at 7:35 p.m. by Brad Katz with a second from Matt Fink.