



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd, 60005
April 12, 2023
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Special Events Commission Minutes: March 8, 2023

IV. REPORTS

V. OLD BUSINESS

- A. New Spring Event - Swing Into Spring 2023

VI. NEW BUSINESS

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 Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, emercado@vah.com or (847)368-5793.



**Special Events Commission
4/12/2023**

Item: Special Events Commission Minutes: March 8, 2023

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
Minutes from Special Events Commission March 8, 2023	Agreement

Minutes for Special Events Commission Meeting: March 8, 2023

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

- Present: Brad Katz, Kevin Seifert, Kelly Barash, Karen DeZellar, Cari Boyle, Michelle Harris, Diane Jamieson, Laurie Mitchell, Jennifer Eichorn, Keri Stanley, Colleen Gaughan, Laurie Mitchell
- Absent: Steve Fromm

Motion to approve minutes from February 8, 2023 by Kevin Seifert with a second by Michelle Harris.

OLD BUSINESS

- **Hearts of Gold 2023**

The Commission recapped the 2023 Hearts of Gold event that took place on Sunday, February 26th at the DoubleTree Hilton in Arlington Heights. Overall the feedback was highly positive. The new posters were a good addition. QR codes directing guests to the digital booklet worked well. Award winners brought the posters home which was nice.

The new venue worked out well and provided excellent service. The bar was not very busy but the layout of the venue worked better than past events. The valet parked 75 guests and was good to work with.

The 2024 event will take place on Sunday, Feb. 25th. Next year poster should include general “Congratulations Hearts of Gold Winner” language. The stage should have handrails and should be handicapped accessible. A photographer should be hired. The invite should include vegetarian or kid meal options. Sponsors should also be displayed at the event.

- **New Spring Event**

The Swing into Spring event will take place on Saturday, May 20th, 11 a.m. – 2 p.m. at North School Park. Entertainment will have a “swing” theme. A craft will include a flower pot decoration and a planted flower. Food for purchase will be available. The Bookmobile will be available at 10:30 a.m. Entertainment includes dance teams, music, and school bands. Details about planning were coordinated and responsibilities were assigned to commissioners. Inclusive efforts will be made at all Special Events Commission events, for multi-abled guests.

The Bike & Pedestrian Commission is hosting their community bike ride event the same day, from 9-11 a.m., with the start and end of the bike ride taking place on Eastman, just south of North School Park. The commissions will work together to discuss logistics and will work with staff on logistical planning.

NEW BUSINESS

OTHER BUSINESS

ADJOURNMENT

- A motion was made to end the meeting was made at 8:15 p.m. by Laurie Mitchell with a second from Colleen Gaughan.