



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
Village Hall
April 11, 2018
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of minutes from the March 14, 2018 meeting

IV. REPORTS

V. OLD BUSINESS

- A.
 - Review set-up of parking lot used for event
 - Discussion of task assignments for those attending
- B. Review of procedures regarding Commission's Program Guides for events.

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Item: Approval of Minutes from the March 14, 2018 meeting

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
March 14, 2018 Minutes	Minutes

Minutes of the Special Events Commission Meeting held on Wednesday, March 14, 2018 held in the Commissions Room of Village Hall.

Attending: Kevin Seifert, Laurie Mitchell, Chris Fahnoe, Mike Prost, Emma Edmondson, Steve Fromm, Diane Jamieson, Scott Rowader, Nancy O'Donnell, Joe Skibbie

Absent: Colleen Engle, Joe Musolino

Meeting Minutes

The minutes of the February meeting were unanimously approved.

Recap of the 2018 Hearts of Gold

Commissioners reported that the event went well and everyone seemed to enjoy themselves. There were 230 attendees.

The Commission said they appreciated having the sound support on hand to coordinate the production of the event since the sound system at Rolling Green is not really set up to handle a larger crowd well. Commissioner Laurie Mitchell said bringing in a vendor is the right thing to do considering the amount of speakers at the event and considering how everyone has a different tone/level to their speaking. The Commission agreed to use a sound system again next year.

It was reported that the service went well. The only hiccup was an event held just prior to the Hearts of Gold which was close to running into the setup of the Commission's event. They said Rolling Green managed it well and everything ended up working out.

Commissioner Scott Rowader requested that maybe next year the Commission request that Rolling Green not play their "house" music in the background of the Hearts of Gold event.

Candy at the tables worked very well. The group thought that less money could be spent on candy since we did end up with 4-5 boxes. People enjoyed it but no one mingled to take candy from another table's centerpiece. The Commission thought it would work better if each table had a mixed bowl of candy next year.

Commissioner Mitchell asked if the group wants to go back to Rolling Green for 2019. The Commission would like to go back since the price points established with Rolling Green are workable.

Rough estimates for the event are \$17,500 for expenses and \$12,200 for revenues. The Commission also receives sponsorships and they added money from that as well as lower expenses on upcoming events planned will help to offset the event cost.

Spring Sweep Event, April 28, 2018

The event will be held at the Racetrack in their parking lot off of Euclid. This is a different part of the parking lot used than in the past but there's still plenty of room to layout the aisles for document destruction and electronic recycling. Commissioner Mike Prost and Commissioner Rowader will work with the Racetrack's

staff regarding the layout of the event. The Public Works Department will also be assisting by providing cones, barricades and equipment to move pallets of electronics.

The entrance/exit of from the event will be using the same lanes, but the northbound and southbound traffic will be separated by a median of grass and bushes so the traffic should flow well. The Commission also requested a Police presence to help safely move traffic. A Police detail has been assigned from 9 a.m. to 1 p.m.

The event will start at 9:30 and run until 12:30 – this time is a half hour later than in the past.

Commissioner Prost said he got three shredding trucks this year as opposed to two. Two trucks was not enough last year. In the past, the Commission suggested 4 (two extra) shredding trucks because of the shredders running out of space at the 2017 event. Since the thought was that one shredding truck came to the event with material in it, the Commission is hopeful that a total of three shredding trucks will work OK for this event.

Commissioner Prost also said he will tell the shredding trucks to come early since they often arrive at the last minute. He will also talk with SWANCC to see what, if anything, the Commission needs to provide for them at the event. He also added that he would like to see if the parking lot will accommodate four lanes of shredding and electronics to accommodate as many people as possible.

Commissioner Prost will reach out to the Hersey High School football team and make sure they are willing to volunteer their help.

Commissioner Joe Skibbie has put together a Program Guide that the commission would like to use to share information about each event the Commission holds. Commissioner Chris Fahnoe said he set it up on Google drive and will share the link via an email. Chairs of events and commissioners working on events can add their budget information to the guide as well as timeline information, contact information, notes/reminders for next year, etc. Commissioner Fahnoe said he will bring a laptop at the next meeting and encouraged others to do the same or bring an iPad so the Commission can learn more about accessing the Program Guide.

Mane Event, August 3, 218

The bands are secured. Mike & Joe is the main act and before the opening act will be Wax Works.

Commissioner Edmondson said that Irish Fest is also booking Mike & Joe, which is 2-3 week prior to Mane Event. Liaison Nancy Kluz said this has happened before and it's too bad that both events are using the same group in the same year.

The Commission agreed that in the future the bands should be asked if they are playing in Arlington Heights for any other events to make sure we are not doubling up on the same bands.

Chairman Joe Musolino will also reach out to book the stage, sound and lights for Mane Event.

Commissioner Fromm asked the new commissioners if anyone has worked with Frontier Days and whether they would be familiar with contacts for marshals, which we use several of for Mane Event. Commissioner Diane Jamieson said she would be happy to take over the responsibility of the marshals.

Other Events

Commissioner Fromm said the Park District has asked that the scarecrow building contest no longer be held inside North School Park with stakes in the ground. The activity is a mess to clean up and can damage the grass in the park. The Park District has suggested the contest be moved to Eastman, adjacent to the Park on the south.

The setup will work fine with the bases the Park District put together for the scarecrows. He added that the area where the scarecrows were can now be used for another activity. Commissioner Rowader said the open area can be used for a pumpkin carver that he is trying to get for Autumn Harvest.

Liaison Kluz said the only concern with moving the scarecrows is that it limits the space that the Fire Department can use for their open house event if they need to come back to North School Park. She said that construction on the Police Station should be completed by Autumn Harvest, but adjustments can be made to fit the Fire Department equipment on Evergreen if they need space again.

The Commission said they would like to consider adding some Fire vehicles to Autumn Harvest or Public Works trucks. Liaison Kluz said the request can be made, but the Commission should consider if that's a good tie-in with a themed "autumn" event. Otherwise, the space could be used for some activity that fits the seasonal event.

Having no further business to discuss, the meeting was adjourned at 8:50 p.m.

***Commissioners are reminded to bring their devices at the next meeting to learn more about using Google Drive.**