



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room

March 13, 2019
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the February 13, 2019 meeting.

IV. REPORTS

V. OLD BUSINESS

- A. Cost | Attendance of 2019 Hearts of Gold Event

VI. NEW BUSINESS

- A. Spring Sweep Plans - April 27, 2019
- B. Updates on Mane Event - August 2, 2019
- C. Updates on Autumn Harvest - Saturday, October 5, 2019
- D. Updates on Tree Lighting - November 29, 2019

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
3/13/2019

Item: Approval of Minutes from the February 13, 2019 meeting

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
Minutes of February 13, 2019 meeting	Minutes

Minutes from the Special Events Commission Meeting held on Wednesday, February 13, 2019 held in the Commissions Room of Village Hall.

Attending: Joe Musolino, Laurie Mitchell, Nancy Forch, Scott Rowader, Chris Fahnoe, Steve Fromm, Kevin Siefert, Dave Jaffe

Absent: Diane Jamieson, Emma Edmondson, Colleen Engle and Mike Prost

Also Attending: Melissa Cayer, Arlington Heights resident

Commissioner Scott Rowader moved and Commissioner Kevin Siefert seconded approval of the minutes from the January 2019 Commission meeting. The motion passed unanimously.

Next steps regarding Chamber-Commission sponsorship Opportunities

Chairman Joe Musolino said there would be a small group of commissioners, Village staff and chamber members that will further discuss the Mane Event -Taste sponsorship opportunities. Chairman Musolino said he believes the group will first discuss each group's role at Mane Event and then eventually look into sponsorship opportunities in the future. The sub-committee will report to the full Commission regarding its progress.

Chairman Musolino asked the commissioners to bring up concerns regarding setup and layout and other roles with the Mane Event that should be clarified as part of the meeting that will be held with the subcommittee and Chamber group.

Hearts of Gold

The Commission reviewed the order of the awards. Each Commissioner at the podium will introduce the next commissioner. Commissioners were also reminded that introductions will be one minute and the acceptance speeches should be limited to two minutes.

As of the meeting, 226 people RSVP'd for Hearts of Gold. The amount of reservations that came in within one week was astounding.

It was discussed that those who receive the award and those who nominated them should also be emailed the PDF of the invitation. It appears that many people did not receive their invitations.

Commissioners were given the Hearts of Gold program booklet.

Commissioner Chris Fahnoe will revamp the PowerPoint presentation for the banquet. Commissioner Scott Rowader will pick up the flowers for the honorees. Commissioners Steve Fromm and Kevin Siefert will assist with setting up the nametag/reservation table at the banquet.

The Commission discussed the setup timing for the event. Commissioner Laurie Mitchell will share information with the group as to when centerpieces can be assembled and when the group can get into the room for table/display setups will share information.

Commissioner Siefert said it would be nice if the Commission could get together before the event starts for a group picture. The picture can be used to promote the event in the future, etc.

Spring Sweep, April 27

Spring Sweep will be held the last Saturday of April at the Racetrack. Commissioners Rowader and Mike Prost are to meet with the Racetrack prior to the Commission's March meeting. Details regarding the start time and the lot usage need to be finalized. Commissioner Rowader said he would also have Public Works staff attend. It was held 9:30 a.m. – 12:30 p.m. last year, and the Racetrack will need to inform the Commission what start time they are comfortable with.

Chairman Musolino will reach out to the Hersey High School Football team to see if they can volunteer time and assist with the Spring Sweep.

Once the lot is chosen, Liaison Kluz will reach out to our Police Department. Typically, they do not come out for traffic control on events like these and instead put the area on a watch. If there are traffic back-ups, then Police get involved and, if needed, communicate with Rolling Meadows.

Commissioners believe another truck is needed for shredding. Commissioners Rowader, Fahnoe and Siefert said more capacity is needed for document shredding. The Commission agreed that we should book four trucks since three trucks have never provided enough capacity.

With an additional truck, the hope is the lines will flow better. Commissioner Rowader said that the Racetrack's traffic staff would assist in creating a layout for lanes and for queuing up more cars.

Mane Event bands

Chairman Musolino said that he has reached out to two bands for Mane Event and contracts will be signed. The opening act will be Jet Set Quartet and the main headline act will be 7th Heaven. The costs are \$6,000 for 7th Heaven and the Jet Set Quartet is \$1,075.

Chairman Musolino will also check with the sound/stage company that has been used in the past to see if they can increase the sound at the event. There were complaints that vocals were very hard to hear or sounded muffled. The Commission hopes that the vendor can put up additional speakers in Harmony Park to help carry the sound further.

Having no further business to discuss, the meeting was adjourned at 8:05 p.m.

