



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

January 10, 2024
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes from December 13, 2023

IV. REPORTS

V. OLD BUSINESS

- A. Sponsorship 2024
- B. Swing into Spring 2024
- C. Hearts of Gold 2024
- D. Tree Lighting 2023

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.

Minutes for Special Events Commission Meeting: December 13, 2023

Meeting called to order by Diane Jamieson at 7:02 p.m. in the Siegal Room at Village Hall.

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

APPROVAL OF MINUTES

- Motion to approve Minutes for November 8, 2023 made by Kevin Seifert with a second from Michelle Harris

OLD BUSINESS

- **Hearts of Gold 2024**
Commissioners reselected one Hearts of Gold Winner after it was realized the previous winner had won several years ago. Commissioners will work with their assigned winner to develop a 250-word bio for the program. The commissioners will also produce a 1-minute speech for their winners and all winners will be given up to 2 minutes to speak. The valet contract will be finalized and returned to the company. Invites will be confirmed and sent. Village Staff is developing potential online ticket sales option. Tickets will be promoted in early 2024.
- **Tree Lighting 2023**
The Tree Lighting 2023 event, took place on Friday, Nov. 24th, 4:30 – 6:30 at North School Park, with Festive Activities at Harmony Park. The trolley route worked well. Ice carver provided positive feedback. For 2024's event, commissioners and staff request high visibility vests. The Commission is also inquiring about ordering their own stanchions instead of ongoing rentals. Public Works will look into storage options. 2024 trolley companies will be reconsidered to include handicapped accessible vehicles.
- **Swing into Spring**
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. Inflatable games, the bubble artist, and the mind winder game contracts have all been finalized. Payments will be issued in 2024.

NEW BUSINESS

- **Sponsorship 2024**
The 2024 Sponsorship will include Hearts of Gold, Swing into Spring, Autumn Harvest and Tree Lighting. Details will be shared on the Village's website in a news item and on www.vah.com/sponsorship, January 1 – 31st. Up to 10 sponsors can be included, with first preference given to previous sponsors. A post seeking sponsors will be shared on the Village's social media pages and in the e-news.

OTHER BUSINESS

ADJOURNMENT

- A motion was made to end the meeting was made at 8:15 p.m. by Kelly Barash with a second from Karen DeZellar.