



AGENDA
Special Events Commission
Seigel Room
Arlington Heights Village Hall, 33 S. Arlington Heights Rd., AH 60005
November 20, 2024
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. Special Events Commission Minutes, September 11, 2024
- IV. REPORTS
- V. OLD BUSINESS
 - A. Tree Lighting 2024
 - B. Hearts of Gold 2025
 - C. Swing Into Spring 2025
- VI. NEW BUSINESS
- VII. OTHER BUSINESS
 - A. Announcements / Correspondence
- VIII. PUBLIC COMMENT

Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.

- 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, IL 60005, emercado@vah.com or 847/368-5793.

Minutes for Special Events Commission Meeting: Sept. 11, 2024

Meeting called to order by Diane Jamieson at 7:03 p.m. in the Commissions Room at Village Hall.

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

APPROVAL OF MINUTES

- Minutes from July 11, 2024. Motion to approve updated minutes was made by Karen DeZellar with a second from Laurie Mitchell.

OLD BUSINESS

- **Autumn Harvest 2024**
Autumn Harvest will take place on Saturday, October 5th, 11 a.m. – 2 p.m. at North School Park. Items needed for scarecrow decorating will be ordered. Clothes are needed. Commissioners will bring items to be used. Messaging will encourage guests to bring their own clothing and décor. A walk-through with Village and Park District staff will take place on 9/16 at 9:45 a.m. Pumpkins will be delivered to Public Works on Friday, 10/4. Sound needs to be given to Public Works for performances. Sponsorship banner will be hung up. Marketing efforts will be ongoing. Posters will be added to Harmony Park after Sounds of Summer.
- **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. Trolleys have been reserved and reindeers have been hired, including a wheelchair accessible mini-bus. Staff will order 2 angel wing displays and the remaining funds will be used for purchasing light up giveaways for guests. A sponsor sign will be displayed at the 3-D glasses station. Staff will need to order 24 stanchions instead of renting annually. Staff will have neon vests for event, and will borrow from Police for this event and will purchase their own in 2025. Signage will be updated to reflect this year's sponsors and to include "wheelchair accessible vehicle available upon request."
- **Hearts of Gold 2025**
Hearts of Gold 2025 is Sunday, Feb. 23rd, 12 – 4 p.m. at the Double Tree Hotel. The contract has been signed. The online submission is available on the Village's website and marketing will continue. The website with more information is www.vah.com/heartsofgold. Nominations will be open through October.

NEW BUSINESS

- **2025 Sponsorship Update**
Sponsorships will be open to the public in January 2025, and will be on a first-come basis, up to 10 sponsors. The Commission will maintain the sponsorship at \$2,000 for 2025, in efforts to increase sponsorship participation.

OTHER BUSINESS

- **Swing into Spring 2025**

The date for Swing into Spring 2025 will be May 10th, 2024, 11 a.m. – 2 p.m., in conjunction with

ADJOURNMENT

- A motion was made to adjourn at 8:57 p.m. by Karen DeZellar with a second from Brad Katz