



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd., Arlington Heights, IL 60005
October 11, 2017
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the September 13, 2017 meeting.

IV. REPORTS

V. OLD BUSINESS

- A. Recap of the Autumn Harvest event

VI. NEW BUSINESS

- A. Discussion of plans for Tree Lighting event
- B. Discussion of plans for Hearts of Gold event

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.



Item: Approval of Minutes from the September 13, 2017 Meeting

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
September, 2017 minutes	Minutes

Minutes from the Special Events Commission Meeting held on September 13, 2017, at 7 p.m. in the Commissions' Room located on the second floor of Village Hall, 33 S. Arlington Heights Road.

Attendance: Joe Musolino, Matt Ottaviano, Kevin Seifert, Steve Fromm Scott Rowader, Joe Skibbie, Mike Prost, Katie Waszak, Colleen Engle, Amy Mazurowski.

Absent: Laurie Mitchell, Chris Fahnoe

Minutes of the August, 2017 meeting were approved unanimously.

Recap of Mane Event, 2017

Commission believes they should hire someone or come up with a plan regarding the tables used during the event. One of the problems was that people left their garbage on the small tables and it became a problem. It was also noted that one help could be to have more garbage cans nearby so that people would find it more convenient to remove their items.

It was reported that it was very crowded, which made it difficult to get to garbage cans and tough for the Public Works crews to clear out the garbage on a steady basis.

It was mentioned that more people should arrive early to help setup.

The Commission needs to have a supply of zip ties next time to hold down the tablecloths on the high-boys.

There was confusion with the setup in regards to what vendor for the Commission received what amount of tables and where the vendors were located. The tables, chairs and tents that are ordered by the Commission and by the Chamber are delivered together, making it more challenging to know where to find tables and place tables.

Commission suggest that everyone have a list of our Mane Event vendors, their locations on a map and number of tables for each. It was also discussed that the rental company should place all of what the Commission ordered in one spot, such as the area of the Commission's tent. That would help ensure that all that was ordered was received and no one would need to search out tables and chairs for the setup.

The drop-off area and parking for the bands worked out well and the extra signage placed at the alley seemed to work in directing bands into the Harmony Park drop-off area.

Commissioner Kevin Seifert said he heard requests that Mike & Joe do a performance at Mane Event again. It was added by other commissioners that some people thought Mike & Joe were the main stage group this year. The Commission suggested that if they are that popular of a group, they should book them for the next Mane Event. Chairman Joe Musolino said he would look into their costs and other possible bands for Mane Event. He hopes to report back to the group at the next meeting since the bands for Mane Event are typically selected by the end of the year.

The Commission said they were impressed with the crowd and thought the event went well. They do believe more signage should be used to draw people to the bathroom trailer since many do not seem to know it's a bathroom. They also discussed that more garbage cans would be a big help.

Autumn Harvest

Chairman Joe Musolino said he would reach out to the high schools for volunteers. The Commission said that four were needed for the hayride (two per shift and there are two shifts), 2-3 volunteers (were needed per shift for the scarecrows, and there are two shifts), 8-10 volunteers were needed per shift (and there are two shifts) for the kids' crafts.

The Commission is also seeking help for unloading the hay. Public Works will have six people there to unload and help setup and cleanup at the event. Commissioner Waszak said she would try to see if she could have a Cub Scout group assist with setup too.

Liaison Nancy Kluz said she would order a 2-yard dumpster that will be placed in the back parking lot of the Park District building. Commissioner Matt Ottaviano ordered 800 mini pumpkins from Goebberts that will be delivered to the back lot of the Park District building on the Thursday prior to the event. He will also make sure they are covered with tarps.

Commissioner Waszak said she would also have picnic tables in the park for those who get food at the food vendors on site. There was also a request to increase the number of garbage cans in the park due to the food.

The Fire Department will hold its Open House on Eastman along with the Autumn Harvest event. Due to the Police Station construction, the Open House cannot be held at its usual location, Fire Station 1.

Commissioner Kevin Seifert placed the order for tables, chairs and tents. The Park District's large tent is used for the kids craft area. Commissioner Rowader said he could get two 10x10 pop-up tents from Public Works if needed. The Commission discussed having a small information booth, etc. but decided there were not enough people to staff the booth. Commissioner Engle said that two extra 10 x10 tents could be placed by the craft area since it seems that added room is always needed.

Food vendors will be two food trucks on Evergreen. Commissioner Mike Prost said he was able to find a popcorn vendor who can offer two flavors of popcorn. The Commission decided to add the popcorn vendor to the event. The vendor will be arriving at 8 a.m.

Hearts of Gold event

Nominations will go online mid October, along with publicity on the event. The event is held on February 17.

New Event Idea

Commissioner Rowader said he would like to bring an idea forward to the Commission for a new event revolving around recycling-re-use. He said there is a program going on called "Zero Waste Chicago" that encourages people to recycle and reuse items. It is not just educational, but also showcases how items can be reused, etc. He said he believed Arlington Heights would

be a good fit for a similar program. The Commission talked about the Spring Sweep event they do for recycling efforts (document destruction and electronic recycling) and how that is a one-time event versus an ongoing program, which they believe Zero Waste Arlington" would be. They had concerns about the zero waste idea being more of a program/initiative than an event.

The Commission discussed the idea as well as considering adding movie events in Harmony Park on a Wednesday or Saturday during the summer. Commissioner Waszak said the Park District does several movies during the summer and she did explain that it could be quite costly for the rental of the equipment and getting the rights to show the movie. Other commissioners had concerns about the event being too often, and not having the volunteer power to organize it and participate in a movie event each week or month in Harmony Park. Liaison Nancy Kluz also added that the budget process is already underway and any new event would need to be passed as an amended budget item.