



# Village of Brookfield

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## SPECIAL EVENTS COMMISSION

May 11, 2011 at 7:00 pm

Location: Edward Barcal Hall  
8820 Brookfield Avenue, Brookfield, Illinois

### AGENDA

- I. Call to Order
- II. Roll Call
- III. New Business
- IV. Old Business
  - a. Approval of Minutes from April 20, 2011 meeting
  - b. Battle of the Bands
  - c. Summer Concerts
  - d. Outdoor Movies
  - e. Summer Events Promotion
  - f. Independence Day
- V. Questions or comments from audience
- VI. Next Meeting – June 8, 2011
- VII. Adjournment

Individual with a disability requiring a reasonable accommodation in order to participate in any meeting should contact the Village of Brookfield at (708) 485-7344 prior to the meeting. Wheelchair access may be gained through the front (South) entrance of the Village Hall.

## **Special Events Commission**

### **Meeting Minutes**

April 20, 2011

#### **1) Call to Order**

Meeting was called to order at 7:04 p.m.

#### **2) Roll call**

*Voting members present:*

Mike Doerr, Andy Kenning, Debbie Kenning, Jim Perry, Dale Schwer

*In attendance*

Dave LeClere, Trustee Liaison; Arlene Rovner, Recreation Department; Jessica Rovner, Recreation Department

#### **3) New Business**

##### **a) Summer Event Promotion**

The staff update was read. Staff and commissioners hope to distribute flyers door to door in early June. Summer events will also be promoted at the Battle of the Bands through flyers and announcements from the stage.

##### **b) Summer Event Sponsorship**

Staff update was read. Commissioner A. Kenning suggested approaching Vulcan to be a summer event sponsor. Staff will be contacting them, as well as Continental Motors.

#### **4) Old Business**

##### **a) Approval of Minutes from March 16, 2011**

Motion by Commissioner Schwer to approve the minutes of March 16, 2011; 2<sup>nd</sup> by Commissioner D. Kenning.

Commissioner Doerr: Aye

Commissioner A. Kenning: Aye

Commissioner D. Kenning: Aye

Commissioner Perry: Aye

Commissioner Schwer: Aye

Commissioner Shlifka: Absent

##### **b) Battle of the Bands**

Staff update was read. Consensus was to keep the design of the T-shirts the same, but with dark orange printing instead of blue. There was discussion on the idea of having each band pose for a photo at the end of their set, and Commissioner Doerr will make the participants aware of this at the band meeting prior to the event. Currently there are no volunteers from CEP planning on attending. The JACK-FM radio station has changed formats to K-HITS, but they will still be attending. Commissioner Doerr has been in contact with WLTL, the Lyons Township High School radio station, and they will also be coming to the event. There will also be a new booth offering airbrush tattoos.

Public Works will be repairing the stage before the Battle of the Bands. They also have gray paint available for use on the stage. Any painting would have to be completed by

the weekend before the event. Commissioner Schwer has been in contact with Boy Scout Troops 111 and 90 about taking on the painting of the stage as an Eagle Scout project. While it is too late for this year's Eagle Scouts, it might possible for them to use this project to get ahead for next year.

c) **Summer Concerts**

Staff update was read. Vendors will most likely begin selling food at 6:30 pm. The commission briefly discussed the option of having something else going on from 6:30 – 7:00 to keep the audience occupied before the concert starts, such as a talent show or some kind of activity (i.e. a hula-hoop contest).

d) **Outdoor Movies**

Staff update was read. Movies were suggested and discussed. Staff will look into content, license availability, and pricing for the films that were suggested.

e) **Independence Day**

Staff update was read. Consensus of the commission was to offer games for a short period of time in Kiwanis Park. Trustee LeClere suggested approaching the Little League to coordinate usage of Overholt Field so that the games can be held in a nearby, enclosed area. The fire department "water fights" will not take place; the apparatus is broken and cannot be replaced or safely repaired. The suggestion of an inflatable "jumpy house" was discussed; this was tried for a few years but was discontinued due to space, liability concerns, and a lack of parental supervision. Commissioner Perry brought up the possibility of holding some type of food eating contest in the park after the parade. Staff will check into the logistics of this, particularly liability. It may be too late to implement for this year, but can be addressed for the 2012 Independence Day Celebration.

5) **Questions/Comments from the audience**

There were no questions or comments from the audience

6) **Next Meeting – May 11, 2011**

7) **Adjournment**

Commissioner Doerr adjourned the meeting at **7:46 p.m.**

## **STAFF UPDATE MAY 2011**

### **BATTLE OF THE BANDS**

The band meeting for the Battle of the Bands is being held May 20<sup>th</sup> at 7 pm in Kiwanis Park. All bands have been notified. Food is being provided by La Cabañita and Fine Thai. We are still waiting for paperwork from Fine Thai. We have quite a few prizes already and are still waiting to hear from a few companies. In addition to the bands we will have airbrush tattoos (available for a nominal fee), K-HITS radio station (formerly JACK-FM), official Battle of the Bands t-shirt sales, Galloping Ghost Arcade, To Do or Dye Salon (feather hair extensions), and representatives from Challenger Sports, the Brookfield Recreation Dance program and Tae Kwon Do program. We will be preparing the same handouts we did last year with \$1.00 off the purchase of a t-shirt. AIS has provided promotion of the Battle of the Bands on their electronic signs. A free ad will be placed in the Landmark a week prior to the event.

### **2011 CONCERTS**

As reported last month, all of our bands have been booked. Food will be provided by Ryan's Public House (2 concerts), La Cabañita, Giron's, Danny's (2 concerts) and MYOB.

I would like to have opinions from the committee regarding additional activities at the concerts. We were planning on having a mini art show by our Recreation Dept.'s Children's art class prior to the first concert beginning at about 6:30. I was also going to invite Community Support Services' art classes to participate. Please bring any suggestions you have regarding subsequent concerts.

### **OUTDOOR MOVIES**

We are planning to book How to Train Your Dragon and Matilda. We planned Matilda for 2010, however, it was not shown due to bad weather. The order was cancelled in time and we were not charged in 2010.

### **SUMMER EVENT PROMOTION**

Our plan is to have flyers for the summer events ready for distribution by the first week of June.

### **INDEPENDENCE DAY**

Recreation Department will begin to follow up this week on any of the contracts we have not yet received back. We recently received notification that RBHS band will not be in the parade this year. I will try to find another band, however, there are fewer and fewer high schools that have a summer band program.