



Village of Brookfield

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TREE CITY U.S.A. Since 1981

HOME OF THE CHICAGO
ZOOLOGICAL SOCIETY

SPECIAL EVENTS COMMISSION November 1, 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
 - a. Staff Update
 - b. General Discussion
- IV. Old Business
 - a. Approval of Minutes from October 4, 2011 meeting
 - b. Indoor Movies
 - c. Holiday Celebration 2011
 - d. Discussion of 2012 Events
- V. Questions or comments from audience
- VI. Next Meeting – December 6, 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.

STAFF UPDATE NOVEMBER 2011

INDOOR MOVIES

We had only about 6 people at Gremlins, the October movie. Giron's and Danny's put flyers on their take out orders food orders, Loca Mocha had flyers available and all local papers were notified. In fact, we were the lead story for events on the LaGrange/LaGrange Park area Trib Local online.

We have already received inquiries about the Star Wars movie. We will give more flyers to Danny's, Giron's and Loca Mocha as well as asking Culver's, Paisan's, and Mama Barone's to distribute flyers. We will send notification to all of the schools, churches and organizations. Weather permitting, we would like to distribute some flyers to commuters at the Brookfield Train Stop.

Please come prepared to discuss the movies for January, February, and March. We should also revisit the idea of food at the event and whether or not we want to change the date and/or time of the movies.

HOLIDAY CELEBRATION 2011


The entertainment has been confirmed for the Holiday Celebration (see attached). We are hoping that having the face painting in the lobby will encourage attendees to stop in the courtroom to enjoy some of the entertainment provided there.

The Brookfield Woman's Club had to withdraw from painting a tarp this year, but would like to do one in 2012; CEP Youth Leadership will be decorating one in their place. Congress Park School will again be providing us with decorations made by their art classes. We will be replacing the mitten tree this year with two new items. The SEASPAR Eagles group that meets in the Recreation Hall will make decorations and decorate the tree in the lower level. We will also be a drop off center for St. Barbara's Confirmation class that is doing a Cell Phone for Soldiers drive.

We will need volunteers to make the event a success. So far we have Joy Klang from the Kiwanis Club helping in the Kitchen, the Brookfield Woman's club helping with the craft, and CEP Youth Leadership helping with face painting/costumed characters but we still need help with children's games, additional volunteers for the kitchen and costumed characters, and traffic control in the staging area. We have approached the Jaycees but would like to reach out to other community groups. Please let me know if you have any suggestions or connections with other groups. I have a volunteer sign up list to circulate at this meeting.

2012 EVENTS

Further discussion is needed on the 2012 event. We would like to get our sponsorship packets out in December if possible. With some of the larger corporate sponsors it is imperative that we get our requests in early since they budget for their donations and/or sponsorship in December and January.

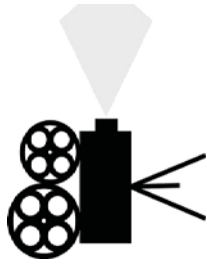


2012 PICNIC REGISTRATION

Monday, January 9
in the lower level of the Brookfield Village Hall
Doors open at 6:45 pm and lottery will begin at 7 pm.

Brookfield residents, Brookfield businesses, and Brookfield non-profit organizations only. One picnic per person.

**For more information,
check your Winter/Spring Recreation Program Guide**



Village of Brookfield

INDOOR MOVIE NIGHTS

Come enjoy a film up on the big screen! Third Friday of each month, October - March. There is **no charge** to attend. Beverages, popcorn, and other snacks will be available for purchase. Movies begin at 7 pm in the Recreation Hall (lower level of the Brookfield Village Hall).

For more information, contact the Recreation Dept. at 708-485-1528



TOT'S PREP 2012-2013 School Year

Resident registration will be held on
Monday, February 6
in the lower level of the Brookfield Village Hall
Doors open at 6:45 pm and lottery will begin at 7 pm.

**For more information,
check your Winter/Spring Recreation
Department Program Guide**



Happy Holidays!

Welcome to Brookfield's annual Holiday Celebration! There are hours of excitement awaiting you and you can find all the details inside.

We are very pleased to showcase many talented local groups, as well as offering refreshments and activities at the Village Hall and throughout the business districts.

Within this program you will find ads for some of our local businesses who have been instrumental in putting on this event. We encourage you to check out these Brookfield businesses in the course of your holiday shopping as a "thank you" for their support of the community.

Village Board & Staff and
Brookfield Chamber of Commerce

At the Village Hall...

Entertainment

Recreation Hall
12:00 pm S. E. Gross Middle School Band
12:30 pm Brookfield Recreation Dance Students
1:00 pm St. Louise Dad's Club
1:30 pm Hauser Jr. High Chorus
2:00 pm RBfS Repertory Dance Company
Interactive Dance Performance
2:30 pm LCfS String Ensemble
3:00 pm Tae Kwon Do Demonstration
3:30 pm Lincoln Elementary School Chorus
4:00 pm Magic Show
4:15 pm Holiday Movie - "Miracle on 34th Street"

Courtroom

2:30 pm Storytelling with Chris Stach
3:00 pm Intl. Christian Fellowship Ladies' Ensemble
3:30 pm RBfS Madrigals
4:00 pm S. E. Gross Middle School Chorus

At the Village Hall...

Activities

Recreation Hall
12:00 - 5:30 pm Free Refreshments (infinite supplies last)
12:00 - 5:30 pm Winter Murals
3:30 - 5:30 pm Balloon Artist Tommy Twister

Conference Room

12:00 - 5:30 pm Holiday Craft - Keepsake Box
(nominal charge)

Lobby

12:00 - 5:30 pm Free Face Painting
12:00 - 5:30 pm Cell Phones for Soldiers
Collection Box

Courtroom

12:00 - 3:00 pm Holiday Cartoons
12:00 - 3:00 pm Photo Spots
with Frosty & Rudolph

Outdoors

1:00 - 4:00 pm Winter Games (weather permitting)

Special Events Commission

Meeting Minutes

October 4, 2011

1) **Call to Order**

Meeting was called to order at 7:05 p.m.

2) **Roll call**

Voting members present:

Mike Doerr, Andy Kenning, Debra Kenning, Jim Perry, Karl Sokol

Non-voting members present:

Kevin McCarthy, Public Works; Brian Oberhauser, Trustee Liaison

In attendance

Arlene Rovner, Recreation Department; Jessica Rovner, Recreation Department

3) **New Business**

a) **Staff Update**

The staff update was read.

b) **General Discussion**

There was no general discussion.

4) **Old Business**

a) **Approval of Minutes from September 13, 2011**

Motion by Commissioner Sokol to approve the minutes of September 13, 2011; 2nd by Commissioner Perry.

Commissioner Doerr: Aye

Commissioner A. Kenning: Aye

Commissioner D. Kenning: Aye

Commissioner Perry: Aye

Commissioner Schwer: Absent

Commissioner Shlifka: Absent

Commissioner Sokol: Aye

b) **Indoor Movies**

The board briefly discussed promotion for the indoor movies and the advertising limitations imposed by the license. The consensus of the commission was to purchase the Lego set and a couple of smaller themed prizes for the raffle at the November movie.

c) **Holiday Celebration**

The commission discussed how entertainment should be divided between the Recreation Hall and the Courtroom, where the movie should be shown, and whether the Courtroom should be used at all. The commissioners unanimously agreed that the movie will be shown in the Recreation Hall at the end of the day; entertainment will be placed in the Rec. Hall from noon until the movie begins; entertainment will begin later in the afternoon upstairs with face painting and continuous holiday cartoons in the courtroom for the first few hours. Free popcorn will be given away during the movie. Frosty and Rudolph will be in the courtroom early (before the

performances) and will travel around the business districts later in the day. They will also make an appearance at Irish Times while Santa is there.

Commissioner Doerr will attend the tree lighting to speak on behalf of the Special Events Commission.

The Chamber is interested in the restaurant fundraising proposal and will be pursuing it. Items the commission would like the Chamber to address at their meeting include Santa visiting the Village Hall and/or moving around town and having Santa arrive in a sleigh instead of the helicopter next year.

The commission also discussed possible methods of distributing raffle tickets for the Blackhawks memorabilia donated by Commissioner A. Kenning.

d) Discussion of 2012 Events

Formation of a subcommittee for a festival was tabled until planning of the Holiday Celebration is completed.

Commissioner Kenning suggested replacing the indoor movies with monthly themed sock hops in the fall of 2012. The previously suggested father-daughter dance could be one of the themes. It was also suggested that the scheduling of the Friday night fall events should be checked against the sports schedules of the local schools in order to avoid any conflicts that could decrease participation.

The commission unanimously agreed to continue the 7 concerts and 2 movies in 2012, with the movies bookending a continuous schedule of weekly concerts.

The commission is most interested in pursuing the sock hops and a village-wide garage sale event. This could possibly be a "Spring Clean-Up" type event, with shredding and electronic recycling being available also. Staff will check into the feasibility and requirements of these events.

5) Questions/Comments from the audience

There were no questions or comments from the audience.

6) Next Meeting – November 1, 2011

7) Adjournment

Commissioner Doerr adjourned the meeting at **8:13 p.m.**