

Federation of Jewish Men's Clubs

Torch Award Application

2003 – 2005

Men's Club of Temple Ner Tamid

Peabody, Massachusetts

Keeper of the Flame 2003

Best Community Service Involvement (Fund Raising)

Program Description

The Keeper of the Flame program started in 2001 by the New England Region to honor men from all of the FJMC affiliated Men's Clubs/Brotherhoods within the region. The Men's Club of Temple Ner Tamid took on the challenge to run the 3rd annual dinner on October 26, 2003. We had the participation from 15 Temples, honoring 15 Men. The Keepers of the Flame are chosen by individual Men's Clubs for their leadership and participation within their Men's Club, Temple, Region and Community.

The hosting of the dinner program brought ruach, energy and involvement from all arms of our temple. The program begins with appetizers and wine in a reception area. This is a great way to start; people from the entire region had the opportunity to socialize and meet old friends. The attendees then move to the sanctuary for a Ma'ariv service, followed by an MC run awards program which includes all of the introductions and award presentations. Dinner was then served to the 400+ people in attendance. Eleven Rabbi's and seven Cantors from New England Region attended our event. It was amazing to see all of the lay and spiritual leaders from all of the New England Region affiliated clubs come together for an event to honor so many dedicated men.

The following picture, from our 2003 event, gives a general idea of how the social hall looked as it was set up to accommodate the huge dinner crowd.



Program Implementation

In an attempt to move the event around the region from year to year, the region leadership and the club leadership met to review the criteria for hosting the event. The team agreed on scope, profit/loss determination and other specifics that the region wanted for this program; after all, Keeper of the Flame is a New England Region program and the Men's Club of Temple Ner Tamid was outsourced to provide certain services with the opportunity to earn a profit. Once all of the details were agreed upon, the project was launched. A lot of the host club's profits came from the opportunity to solicit certain members of the host club/synagogue to underwrite specific elements of the event, i.e. provide the food at substantially reduced cost, donate the wine, donate the table decorations, etc. Host club/synagogue members are more likely to subsidize elements of an event that brings financial benefit to their own club than they are to subsidize elements of an event that brings financial benefit to the region; it is this aspect of the club/region arrangement that is truly win/win, and one that helps the region to move the event from year to year, club to club. Each host club gets an opportunity to take on a project larger than one that they would ever be able run without this unique club/region partnership.

The response to the 2003 event was overwhelming. We had reservations for 410 people for dinner. The first meeting was interesting. We developed a list with more questions than answers. Where will over 400 people park? Will there be enough bathrooms, Do we have 400 chairs? Do we have enough tables? Can we get 40 round tables in the hall? Do we have 400 prayer books? How can we have a service and dinner? How will we feed over 400 people at the same time? The dinner committee was formed and we all put our heads together. To start, we decided that we had to have a tent outside. The tent had two cocktail/juice bars in it and a waterfall in the middle. It was heated and lit up.

Next we worked with the region to develop the program and flow for the evening. After many e-mails and meetings we agreed that we could have the service from the round tables. Special prayer books were provided on the tables in advance. The most impressive and rewarding part of this event was the support our club had from all the arms of the Temple, from setup to serving to cleanup. One Men's Club member even brought vests for all the waiters. There were over 30 children from our USY working the room and providing dedicated table service. We also had many Men's Club men, women from our Women's League, and members from the congregation at large come out to help us. When it was time to eat, we had a wave of staff serve so everyone was able to eat at the same time. The clean up and serving of desert went the same way. It was wonderful to see the dinner go off so well. We received significant positive feedback from many of the attendees from around the region.

There were many hours of prep work completed in advance of the event, and it really paid off. We believe that we set an example of how to run a dinner program for 400+ people; more importantly, we believe we set an example of how to engage the entire congregation in an event to support one of its arms.

Tips for Other Men's Clubs

Since there have now been four Keeper of the Flame events, the thing that we think really made the event at Temple Ner Tamid such a success was the participation of all the USYers and arms of the temple. The two most important things to make this event a success are organization and help. Walk the process and make sure that you have the resources (people, equipment, etc) to pull it off. We set up mock tables fully loaded with serving plates and place settings to make sure there was enough room on each table; this allowed us to set up stations around the hall to facilitate simultaneous serving of all of the guests (we had one dedicated server per table, and that really helped reduce the time between dinner and desert, and keep the guests happy).

Two pages of prep notes are attached to this application; the invitation master and invitation return form are on separate files submitted with this Torch Award application.

Why Do We Deserve an Award?

We deserve an award for taking a region event and raising the bar. Our Men's Club was able to transform our modest facility into a place for 410 people to break bread together (the largest sit down meal ever served at Temple Ner Tamid) and support a group of guys that had the courage to take on something bigger than anything ever done at Temple Ner Tamid; this event brought the entire temple community together to showcase the heart and sole of Temple Ner Tamid. We were able to work with the region to change the ground rules of the region's annual event, giving affiliated clubs in the region the opportunity to partner with the region on a project larger in scope than most clubs would ever be in a position to attempt.

Keeper of the Flame dinner. Sunday October 26, 2003 – Prep Notes

4:30 Get Table assignment, and group.

You will have 1 table to be responsible for and part of a group of 4 to serve dinner to one complete table at a time.

Check tables for mustard, Russian dressing, candy bars, 2 mini challah.

Put a regular and a diet soda on each table. Put 1 water on each table.

Help with cold stations and bars.

6:00 Fill 40 ice buckets for each table

5:30-6:20 Cocktail party. Pick up glasses left around. Check cold stations to clean up and refill. Check bars for ice refills.

We will be putting hot appetizers at stations and passing in the tent.

6:30-7:40 Service. While service goes on set up staging area.

Move deli platters from cooler to tent area. Move fruit from cooler to tent area. Move and lay out as much as you can so the same items are together. Count out desert plates, & forks. Set up coffee, sugar, sweet and low, creamer.

7:40 Start to serve dinner

Person one Bread basket and Roll Basket

Person Two Potato/Cole and Pasta Salad & Serving spoons

Person Three Deli Platter. Remove Cover and add 2 forks.

Person Four Pickles and Tomatoes add forks

After people finish eating clear dinner plates.

Bring bread, rolls, deli, salads, pickles, and tomatoes back to the kitchen.

Bring out sugar, sweet & low, creamers, desert plates, forks.

Bring out one pot of coffee. All coffee is decaf.

Some people need to walk around with tea.

Then bring out cookie tray and fruit platter. Make sure you have serving spoon.

Additional prep notes

- Tent & Front Hallway
- Put Skirts & Cloths on 5 tables 2 on each end one for bar and 1 for Apps.
- Set up 75 chairs around perimeter of tent.
- Plug in lights. Open gas valves, make sure lights work ant thermostat is set so heat is running early enough depending how clod it is.
- On bar need bus bucket with ice, glasses for wine, and clear glasses (like on tables) for soda. Seltzer, and soda. We should have a couple of water pitchers on the bar. Some wine should be poured in advance and lined up on the bar to prevent big lines. (Do not over Pour)
- Wine is in back office. Put white in cold air. Put 1 red on each table and split the rest on 3 bars
- Cocktail napkins and small plates on each app table
- Need extra trash barrels
- Count out and mark paper goods
- 40 2 compartment bowls potato and cole
- 40 Deep Bowls pasta salad
- 80 24 oz black bowls pickles and tomatoes
- 40 bread baskets add napkins and 9 of each rolls and 1 bread
- 40 24 oz bowls for creamers 18 per
- 40 small plates for 8 sugar and 8 sweet and low
- need 40 small plates for lemons (need to slice)
- count 12 coffee cups per table. Sm plates, napkins, fork.
- Make 40 Cookie trays 40 or 80
- Make Chopped Liver platters on Black Tray with bowl in black bowl in middle crackers around.

- Make Chopped herring platters the same way
- Make veggie platters.. Use same-sectioned platters. Bowl in middle for dip. Cut Cukes.
- One bottle of red wine should be put but **not opened** at each table. We purchased some openers to open if we are asked.
- We have 3 hot appetizers to heat and serve
- Take out and sort all apps including what was stored downstairs
- 6 of each candy on tables
- fill cylinders with water ner tamid
- put 2 challah on sm plate on each table and 2 on bimah. Ner tamid braided
- 1 diet 1 regular and 1 water on each table.
- Count 40 pots for coffee and 6 for tea top of parve plus mike jerry les. If needed more on top of meat.
- Set up 2 wash stations one to the right of audio room, and left of bimah.
- After all paper is picked off carts put excess in chair room
- Move carts to kitchen and rearrange tables

Keepers of the Flame 5764

Cong. Agudath Achim - Leominster

Jack Messing

Temple Aliyah - Needham

Murray Davidson

Temple Beth Am - Randolph

Paul Greenblatt

Temple BethEl - Lowell

Howard Schiff

Temple Beth Emunah - Brockton

Billy Kracoff

Cong. Beth Israel - Worcester

Richard Silver

Temple Beth Sholom - Framingham

Aaron Zwickler

Temple Emanuel - Newton

Sam Silverman

Temple Emeth - Chestnut Hill

Glenn Mamon

Temple Emunah - Lexington

David Shnidman

Temple Israel - Sharon

Motti Pupkin

Cong. Mishkan Tefila - Chestnut Hill

Herbert Lerman

Temple Ner Tamid - Peabody

Allen Talewsky

Temple Reyim - Newton

Bruce Jacobs

Temple Shaare Tefilah - Norwood

Marvin Wolfert

The Men's Club of Temple Ner Tamid

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*The New England Region
Federation of Jewish Men's Clubs*

*requests the honor of your company
and offers you the opportunity to record a tribute*

as we recognize

Allen Talewsky

*together with a group of exceptional men
from across our Region*

Sunday, October 26, 2003

Temple Ner Tamid

368 Lowell Street

Peabody, MA

Cocktails: 5:30 pm

Service and Awards: 6:30 pm

Followed by Dinner

Cost: \$35 Individual, \$65 Couple, \$10 Child

2004 Keeper of the Flame Dinner Reservation Form

Honoree Name: *Larry Shuman*
(You will be seated with other friends of honoree)

Names: _____

Telephone Number: _____

Email Address: _____

Couples @ \$75 ____ # Individuals @ \$40 ____
Children 12 & under @ \$10 ____

Deli Dinners ____ # Vegetarian alternative ____

2004 Keeper of the Flame Tribute Book

*The New England Region invites you to participate in the
2004 Keeper of the Flame Tribute Book, which will be
presented at the Celebration Dinner. Contributions support
Club activities and Region activities in support of clubs*

Page layout options and pricing

Full page (4.5 w x 7.5 h)	\$200
Half page (4.5 w x 3.5 h)	\$120
Quarter page / Business Card (4.5 w x 1.5 h)	\$70
Greeting line (50 characters maximum)	\$18
Outer back cover	\$400
Inside covers	\$350
Color double center page	\$2000

Greeting line @\$18 for up to 50 characters:

Total Enclosed for Dinner and Tribute book: \$ ____

All copy and payment due October 13, 2003 (please help us by replying early)

Send to: Joel Shwimer, 21 Old Stagecoach Road, Bedford, MA 01730 (shwimer@tiac.net) (781)275-1886

Make checks payable to "Temple Emunah Brotherhood"

Please attach Tribute copy to this page and write your name, and the name of your honoree on the back of the copy.