**MIDDLE ATLANTIC REGION**

**FEDERATION OF JEWISH MEN’S CLUBS**

**17TH ANNUAL MAN OF THE YEAR DINNER AND AWARDS**

**FACT SHEET**

This year’s dinner will be at Congregation Beth El, 8000 Main Street, Voorhees, NJ on Sunday, December 7, 2014. Cocktail hour begins at 4:30 PM. The caterer is Prestige Caterers, and the cost is $70 per person. The evening’s attire is black tie optional.

**Key Deadlines**

**Immediately** – **Name Your 2014 Man of the Year** - Announce to your club, your synagogue, and community who you will be honoring this year. Begin advertising the Dinner and soliciting reservations and ads for the Tribute Journal. Appoint a club committee to coordinate publicity, dinner reservations and an ad campaign for the Tribute Journal. Begin plans for the Presentation of your Honoree (see presentation option details below).

**10/20/14** – **Submit your honoree’s bio** – Use the format on the enclosed Biography Template or create your own narrative (not to exceed one page). Include a black and white head shot photo of your honoree. **Remember** that the name of your club and your honoree will be published in the Tribute Journal and on the honoree’s plaque exactly as they appear in the biography.

Submit both the bio and picture electronically to: Joe Swerdlow at joeswerdlow@fjmc.org.

**11/17/14 –** At the Awards Ceremony, **one of the ways to present your honoree** **is to submit a video** (3 minutes maximum) praising your honoree. Be creative, funny – think outside the box; don’t just read your honoree’s bio. This is not a video for your honoree to accept his award or indicate what Men’s Club means to him. The **other method of presenting your** **honoree is a short,** (3 minutes maximum) **live presentation.** A song, skit, or simply some words from the club president fall into this category. Allow everyone to appreciate your honoree much more than words alone can convey. Please let us know if you need help and/or ideas.

Please note that all videos MUST be received by the November 17 deadline so that we can make certain the video will run properly prior to the event. If the November 17 deadline is not met, a live presentation will be required.

**11/17/14 – Support your honoree with ads in the Tribute Journal.** Submit all ad materials conforming to the instructions in the attached ad journal blank. In addition to placing your club ad, a good starting point is your synagogue. Your congregation, no doubt, will be happy to show support for its honored congregant. Likewise, so will many of his fellow club members, family and friends, and maybe business colleagues and/or clients. Involve your honoree and spouse in the ad campaign. The cost of an ad can be nominal when groups of friends pool their efforts. Experience has shown that the key to a successful ad campaign is having a committee to work on ad development and to create and submit the ad content on behalf of the club.

**11/19/14 – Dinner reservation including payment in full.** Have your guests complete the attached dinner reservation form (don’t forget to add your club’s contact information at the bottom) and send their form and payments **to your club**. Then compile the dinner orders and seating information for all of your club’s guests and submit electronically to Jason Waksman on the attached reservation spreadsheet. Send **one check** payable to MAR to Arthur Lashin for all of your club’s guests. A tally of club guests versus payment to MAR will be done. Any shortfall will be the club’s responsibility to collect, so please be diligent in rectifying your club’s tallies. No individual checks should be sent to the MAR or brought to the dinner.

Seating should be limited to **tables of 10 maximum**. Some 12 tops will be available but count is not known at this time. If there are special dietary concerns or meal requests, we will make every effort to accommodate those that are communicated in a timely manner. Thank you in advance for meeting these important deadlines.

Ron Wolf Jason Waksman Arthur Lashin Joe Swerdlow

2014 Event Co-Chair 2014 Event Co-Chair MAR Treasurer 2014 Tribute Journal Chair

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