



Mahjong Fundraiser Playbook for Large Tournament

A turnkey guide for a fun, mission-driven community event

1) Event Vision

Goal: Raise funds, build community, and educate supporters in a joyful, low-barrier way

Event concept:

A social Mahjong tournament + learning tables + mission moment

Typical format

- 3–4 hour daytime event
- 60–120 guests
- Ticketed entry

Suggested fundraising targets: \$5,000 – \$10,000

2) Build Your Planning Team (8–10 weeks out)

Recruit a small host committee:

Role	Responsibilities
Event Lead	Oversees timeline and budget
Sponsorship Lead	Secures any table sponsorships, prizes, and vendor donations
Player Coordinator	Manages registration and seating
Logistics Lead	Venue, food, supplies
Red Tent Fund Speaker	Prepares message, delivers message, prints one pagers etc

Tip: Mahjong fundraisers succeed when hosted by social connectors.

3) Choose the Venue

Look for:

- Natural light & round tables
- Quiet enough for gameplay
- Easy parking
- Food allowed

Great venue options:

- Synagogues or JCCs
- Community centers
- Hotel ballrooms
- Large private homes/clubs

Space needs

- 1 table per 4 players

- Welcome/check-in table
- Small stage or mic area

Here is a sample email you can use to request event sponsorship or support for the venue.

4) Set Pricing & Revenue Streams

Ticket Pricing Model

Typical range: **\$54–\$118 per person**

Example:

- Early Bird: \$72
- Regular: \$90
- VIP (front seating): \$118

5) Design the Program Agenda

Sample 3.5-hour Schedule

Time	Activity
12:30 pm	Check In
1:15 pm	Welcome and Mission Moment
1:30 pm	Play begins
2:45 pm	Break
3:00 pm	Final Round
4:00 pm	Winners and Closing Remarks

6) Plan the Gameplay

You need:

- Mahjong sets (1 per table)
- Current year Mahjong cards
- Score sheets
- Prizes

Table setup

- Tables of 4 players
- Pre-assign seating to keep play smooth
- Include **Learning Tables** for beginners (very popular!)

Tip: Recruit 1–2 experienced players as “Table Captains.”

7) Food & Beverage

Keep it light, social, and elegant:

- Cookies, cakes, cheese and crackers, fruit
- Coffee, tea, sparkling water

Optional upgrade: Wine sponsorship

8) The Mission Moment

This is what turns a social event into a fundraiser. Use the script in the Run of Show or write your own heartfelt appeal about why you support Red Tent Fund.

9) Promote the Event (6–8 weeks out)

Marketing checklist

- Save the Date email
- Event registration page
- Social media graphics
- Personal invitations from hosts

- Synagogue/community newsletters
- Mahjong groups & listservs

10) Day-Of Logistics Checklist

Bring:

- Player list + seating chart
- Name tags
- Table numbers/signage
- Red Tent Fund swag and info cards
- Microphone/speaker
- Extension cords & tape
- Volunteers for check-in

11) After the Event

Within 48 hours:

- Send thank-you email
- Share amount raised
- Post photos
- Thank sponsors publicly
- Invite guests to stay involved

Within 2 weeks:

- Send tax receipts
- Invite attendees to next event

