



## Mahjong Fundraiser Run of Show

(3.5–4 hour event template for large tournament)

### Event Overview

**Goal:** Fun, smooth gameplay + short, powerful fundraising moments, raise money through registration fees and donations on site

**Tone:** Warm, social, efficient, joyful

**Key rule:** Keep the program brief so guests can PLAY

## Pre-Event Setup

### 2.5–3 Hours Before Guests Arrive

#### Venue + Logistics Team

- Set up registration/check-in table
- Arrange Mahjong tables (4 chairs per table)
- Place table numbers + sponsor signs
- Test microphone/sound system
- Place donation QR codes around room
- Confirm food & beverage setup

#### Materials Checklist

- Player seating chart
- Name tags + markers
- Printed program or table cards

- Extra Mahjong sets/cards
- Red Tent Fund swag and info cards
- Extension cords, tape, scissors

## **60 Minutes Before Doors Open**

### **Volunteer Briefing (10 min huddle)**

Review:

- Event timeline
- Roles & stations
- How to answer “Where do I donate?”
- Emergency contact person

Assign positions:

- Check-in table (2–3 people)
- Floaters (2–3 helpers)
- Photographer (optional)

## **Sample Timeline**

**12:30 PM – DOORS OPEN / CHECK-IN / LUNCH**

### **Check-In Team**

- Welcome guests warmly
- Confirm registration
- Distribute name tags
- Direct guests to tables

### **MC Announcements (light reminders)**

Every 20 minutes:

- “Play begins at 1:30 — find your tables!”

## Music + mingling + food

1:15 PM – WELCOME + MISSION MOMENT (5–7 MINUTES MAX)

MC goes to microphone

### Welcome Script Outline

#### 1. Welcome (1 min)

- Thank hosts, sponsors, guests
- Acknowledge Mahjong community

#### 2. About Red Tent Fund (2–3 min)

The Red Tent Fund provides direct funding for abortion care at clinics nationwide. Led by Jewish values and the laws and teachings that affirm the right to abortion, Red Tent Fund serves all who seek care—regardless of religion, politics, background, or income.

Since the 2022 Dobbs decision overturned Roe v. Wade, the barriers that prevent access to abortion care have become even more impossible to navigate for U.S. abortion seekers. About half the U.S. states have banned or severely restricted abortion care, forcing over 171,000 patients to travel long distances for procedures each year.

The financial burden is devastating. First-trimester abortions now cost an average of \$550, while procedures later in pregnancy can exceed \$10,000. For patients traveling across state lines, costs multiply with hotels, gas, childcare, and lost wages. The human impact is immediate and measurable: Without financial assistance women denied wanted abortions experience increased poverty, reduced educational attainment, and diminished economic opportunities that

reverberate through generations. The Institute for Women's Policy Research estimates that reproductive health restrictions prevent nearly 286,000 women from entering the workforce annually, resulting in \$6.4 billion in lost earnings.

Last year, Red Tent Fund supported over 1,400 patients with over \$500,000 in funding. We know there are even more patients who need us this year. Your investment goes directly to patient care – help us reach our goal of funding over \$750,000 this year.

Community events like this make care possible

### **Close with call to action**

“Every tile played today helps someone access care.”

### **Transition:**

“Now let’s play Mahjong!”

## **1:30 PM – GAMEPLAY BEGINS (ROUND 1)**

### **Gameplay Team**

- Ensure all tables have cards + sets
- Table captains help keep play moving

## **2:45 PM – BREAK (15 MIN)**

### **MC Announcement**

- Thank players
- Remind guests of donation QR codes

## **3:00 PM – FINAL ROUND OF PLAY**

- Begin tallying donations

## **3:45 PM – WINNERS and closing remarks (15 MIN)**

- Thank guests again
- Announce Mahjong winners (optional prizes)
- Share preliminary fundraising total
- Gratitude to players, sponsors, volunteers
- Reminder of impact
- Invite guests to stay involved

Example closing line:

“Today you turned community and friendship into real access to care. Thank you.”

## **POST-EVENT WRAP UP**

### **Immediately After Guests Leave**

- Pack materials
- Confirm donation totals
- Quick volunteer thank-you

### **Within 48 Hours**

Send follow-up email:

- Total raised
- Thank sponsors & guests
- Share photos
- Invite continued engagement

## **ROLES QUICK REFERENCE**

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

