MahjCon 2022

How to Run a Mini-Tournament Framework  
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**Who**

|  |  |
| --- | --- |
| **Venue Contact** |  |
| **Event Host** |  |
| **Support Team** |  |
| **Vendors** |  |

**What**

|  |  |
| --- | --- |
| **Size (# players)** |  |
| **Catering** |  |
| **Prize Pool** |  |
| **Rules** |  |
| **Equipment** |  |
| **Promotions** |  |
| **Printed Materials** |  |
| **Name tags** |  |
| **Scorecards** |  |

**When**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date and Time** |  | **Meal Break** |  |
| **Number of Rounds** |  | | |
| **Minutes per Round** |  | | |
| **Minutes per Break** |  | | |

**Where**

|  |  |
| --- | --- |
| **Venue** |  |
| **Electrical** |  |
| **Lighting** |  |
| **Parking** |  |

**How – Before the Event**

|  |  |
| --- | --- |
| **Ticket Sales** |  |
| **Staging** |  |

**How – At the Event**

|  |  |
| --- | --- |
| **Director’s Table Placement** |  |
| **Game Table Placement** |  |
| **Orientation** |  |
| **Timeline** |  |
| **Rules** |  |
| **Scoring** |  |
| **Scorecard** |  |
| **Wrap Up** |  |
| **Winner’s Circle** |  |
| **Calculate Results** |  |
| **Present Results** |  |