

# Nonprofit Event Co-Hosting Agreement

Date: [Insert Date]

From:

[Your Nonprofit Organization Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

To:

[Co-Host Nonprofit Organization Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

## **Subject: Co-Hosting Agreement for [Event Name]**

Dear [Co-Host Contact Name],

This letter serves as an agreement between [Your Nonprofit Organization Name] and [Co-Host Nonprofit Organization Name] to co-host the [Event Name] scheduled for [Event Date] at [Event Location].

### **Responsibilities:**

- [Your Nonprofit Organization Name] will be responsible for [specific responsibilities].
- [Co-Host Nonprofit Organization Name] will handle [specific responsibilities].

### **Funding:**

Both organizations agree to share the costs associated with the event as follows:

- [Funding Responsibilities of Your Organization]
- [Funding Responsibilities of Co-Host Organization]

**Promotion:**

Joint promotion efforts will include:

- [Outline promotional strategies]
- [Outline promotional strategies]

**Agreement Duration:**

This agreement is valid from [Start Date] to [End Date].

**Signatures:**

By signing below, both parties agree to the terms outlined in this agreement:

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[Your Name]

[Your Title]

[Your Nonprofit Organization Name]

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[Co-Host Contact Name]

[Co-Host Title]

[Co-Host Nonprofit Organization Name]

Thank you for your collaboration on this important event.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit Organization Name]