

# Joint Production Agreement

Date: [Insert Date]

From:

[Your Name] [Your Title] [Your Organization] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

To:

[Co-host's Name] [Co-host's Title] [Co-host's Organization] [Co-host's Address] [City, State, Zip Code] [Email Address] [Phone Number]

## **Subject: Joint Production Agreement for [Event Name]**

Dear [Co-host's Name],

This letter serves as a formal agreement between [Your Organization] and [Co-host's Organization] to co-host the live event titled [Event Name], scheduled to take place on [Event Date], at [Event Venue].

### **1. Purpose**

The purpose of this agreement is to outline the responsibilities and contributions of each party in the planning, promotion, and execution of the event.

### **2. Responsibilities**

Both parties agree to collaborate on the following:

- Event Marketing and Promotion
- Logistical Planning and Coordination
- Sponsorship Acquisition
- On-site Management

### **3. Revenue Sharing**

All net profits generated from the event will be shared equally, with a 50/50 split after deducting expenses.

### **4. Termination**

This agreement may be terminated by either party with a written notice of [number] days prior to the event, should circumstances necessitate.

We believe that this collaboration will lead to a successful and engaging event, and we look forward to working together.

Best Regards,

[Your Name] [Your Title] [Your Organization]

Accepted by:

[Co-host's Name] [Co-host's Title] [Co-host's Organization]

Date: \_\_\_\_\_