

Responsibility Sharing Agreement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Responsibility Sharing for [Event Name]

Dear [Recipient's Name],

As we prepare for the upcoming [Event Name] scheduled for [Event Date], I would like to outline the responsibilities we will be sharing to ensure a successful event.

Shared Responsibilities:

- **Event Coordination:** [Name/Team Responsible]
- **Marketing and Promotion:** [Name/Team Responsible]
- **Volunteer Management:** [Name/Team Responsible]
- **Logistics and Setup:** [Name/Team Responsible]
- **Financial Management:** [Name/Team Responsible]
- **Post-Event Evaluation:** [Name/Team Responsible]

It is crucial that we maintain open communication and collaborate effectively throughout this process. Should there be any changes or challenges, please do not hesitate to reach out to me directly.

Thank you for your commitment and partnership. Together, we can make [Event Name] a success!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]