

Collaboration Agreement for Volunteer-Driven Event

Date: [Insert Date]

From:

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

To:

[Partner Organization Name]

[Partner Organization Address]

[City, State, Zip Code]

Subject: Collaboration Agreement for [Event Name]

Dear [Partner's Contact Name],

We are excited to propose a collaboration between [Your Organization Name] and [Partner Organization Name] for the upcoming [Event Name] scheduled for [Event Date]. This event aims to [briefly describe the purpose and goals of the event].

Roles and Responsibilities:

- **[Your Organization Name]:** [List specific roles and responsibilities]
- **[Partner Organization Name]:** [List specific roles and responsibilities]

Funding and Resources:

Both parties agree to provide the necessary resources, including funding, volunteers, and materials, outlined as follows:

- [Specify funding contributions]
- [Specify resource contributions]

Duration of Agreement:

This collaboration agreement shall commence on [Start Date] and continue until [End Date], unless otherwise modified by written agreement from both parties.

Signatures:

By signing below, both parties agree to the terms of this collaboration agreement.

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

[Partner's Name]
[Partner's Title]
[Partner Organization Name]

Thank you for considering this collaboration. We look forward to a successful partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]
[Your Contact Information]