

# Event Responsibilities Agreement

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

Event Name: \_\_\_\_\_

This agreement outlines the responsibilities assigned to each party for the successful execution of the event.

## Parties Involved

Organizer: \_\_\_\_\_

Co-Organizer: \_\_\_\_\_

## Responsibilities

### Organizer Responsibilities:

- Venue booking and management
- Budget management and financial reporting
- Marketing and promotional activities
- Coordination of suppliers and vendors

### Co-Organizer Responsibilities:

- Volunteer recruitment and management
- On-site event setup and breakdown
- Attendee registration and customer service
- Post-event evaluation and feedback collection

## Agreement Terms

Both parties agree to fulfill the responsibilities outlined above to ensure the success of the event. Any alterations to responsibilities must be discussed and documented in writing.

## Signatures

Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your commitment to making this event a success!