

Co-Hosting Arrangement Agreement

Date: [Insert Date]

To: [Co-Host's Name]

[Co-Host's Company Name]

[Co-Host's Address]

[City, State, Zip Code]

Dear [Co-Host's Name],

We are pleased to propose a co-hosting arrangement for the upcoming [Name of the Event] scheduled on [Event Date]. This collaboration aims to enhance the event's reach and impact.

Event Details

- **Event Name:** [Name of the Event]
- **Date:** [Event Date]
- **Location:** [Event Location]
- **Time:** [Event Time]

Roles and Responsibilities

As co-hosts, we will both be responsible for the following:

- Planning and organizing the event logistics
- Marketing and promoting the event
- Coordinating with vendors and speakers
- Handling registrations and attendee communications

Financial Arrangements

The budget will be shared evenly between both parties, with each co-host responsible for covering [specific costs, if applicable].

Next Steps

Please review this proposal, and let us know if you have any questions or suggestions. We look forward to your collaboration on this exciting event!

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]