

Collaboration Agreement for Charity Event Planning

Date: [Insert Date]

To:

[Partner Organization Name]
[Partner Organization Address]
[City, State, Zip Code]

Dear [Partner Name],

We are excited to propose a collaboration agreement between [Your Organization Name] and [Partner Organization Name] for the upcoming charity event, [Event Name]. This event aims to [briefly explain the purpose of the event, e.g., raise funds for a cause, community outreach, etc.].

Objectives of Collaboration

- Share resources and expertise.
- Enhance outreach through combined marketing efforts.
- Increase participation and fundraising efforts.

Roles and Responsibilities

[Your Organization Name]:

- Plan and coordinate event logistics.
- Manage registration and ticket sales.
- Handle communications and promotions.

[Partner Organization Name]:

- Assist in promotion through networks.
- Provide volunteers for event day.
- Contribute to fundraising efforts.

Duration of Agreement

This collaboration agreement will be effective from [Start Date] until [End Date].

Mutual Benefits

Both parties will benefit from increased visibility, shared resources, and united efforts towards a common cause.

Acceptance

Please sign below to confirm your acceptance of this collaboration agreement.

Thank you for considering this partnership. We look forward to working together to make a positive impact!

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]

[Partner Name]

[Partner Title]

[Partner Organization Name]