

Creative Event Partnership Template

Subject: MOA - Joint Event Collaboration Proposal

Hi [Collaborator Name],

Hope you're doing well! I'm reaching out to formalize our exciting collaboration for the upcoming [Event Name].

This email serves as our Memorandum of Agreement for the event scheduled on [Date] at [Venue]. Here's what we've agreed upon:

Your amazing team will handle:

- Event marketing and social media promotion
- Venue coordination and setup
- Guest registration and welcome activities

Our crew will take care of:

- Catering and refreshments
- Technical equipment and AV support
- Post-event cleanup and breakdown

Budget breakdown: We'll split costs 60/40 as discussed, with detailed expenses tracked and shared weekly.

This partnership is going to be fantastic! Let's make this event unforgettable for our attendees.

Looking forward to working together,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-letter-of-memorandum-of-agreement>