**Memorandum of Understanding**

This Memorandum of Understanding is made and entered into on (date) by and between the AGA X Chapter (Chapter) and the XYZ Organization (XYZ) as indicated by the signatures below of their representatives.

Whereas Chapter and XYZ have a common interest in providing educational opportunities as they relate to trends and advancements in government financial management and accountability; the parties have agreed to co-produce the “(Name of Event)” at (location) on (date).

**TERMS**

Chapter and XYZ will collaborate on the planning and implementation of the (Name of Event).

Both parties will agree to a program budget. Neither party may incur expenses to be shared by the other party without the express written permission of each organization.

Any contracts entered into for the purpose of planning and promoting the (Name of Event) will be signed by an authorized representative of both Chapter and XYZ. Designated representatives from both Chapter and XYZ will participate in regularly scheduled (weekly) planning/status calls to review the financial, programmatic, operational, marketing, and other related aspects of the (Name of Event).

Each party agrees to allow the use of its names and/or logos on all promotional materials (Any materials drafted by either party must be reviewed for approval by the other party during the production process).

Each party agrees to promote the (Name of Event) to its members/prospects through distribution of emails and flyers, on their respective websites, in email promotions, and to the general public through any other forms of approved publicity. Each party will bear the costs of publicizing the (Name of Event) to its own members/list(s). The parties will not share mailing/email lists.

Both organizations will have responsibility for soliciting (Name of Event) sponsors. Sponsors will make payment to (Chapter). Sponsors will receive the appropriate level of recognition in communications executed by both organizations, regardless of which organization secured the sponsors.

The list of program registrants/attendees with full contact information will be shared with both parties.

(Chapter) will collect all program registrations (via url) for attendees and pay (or reimburse as necessary) all catering deposits and expenses and other approved (Name of Event) costs as detailed in the (Name of Event) budget. Unilaterally incurred expenses may not be deducted from gross receipts in calculating net proceeds. After all expenses have been paid, the parties will equally split the proceeds of the (Name of Event). Chapter will execute a check payable to XYZ for 50 percent of the net proceeds, within thirty (60) days of processing the final expenses and collecting all sponsor fees. If there is any shortfall between the program expenses and the collected sponsorship revenues, XYZ will reimburse Chapter for 50 percent of the shortfall.

If this proposal is acceptable to your organization, acknowledge by signing below. Each party shall retain a copy for its records.

Accepted for Chapter by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer, Chapter Date:

Accepted for XYZ by:

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Officer, XYZ Date: