

[Date]

[Co-Host Name]

[Company Name]

[Address]

[City, State, Zip]

RE: Engagement Agreement for Co-Hosted Seminar

Dear [Co-Host Name],

This letter confirms the agreement between [Your Name/Company] and [Co-Host Name/Company] to co-host a seminar titled "[Seminar Name, e.g., Maximizing Retirement Through Real Estate Investment]" scheduled for [Date] at [Location/Online Platform].

1. Responsibilities:

[Your Name/Company] will be responsible for [List duties, e.g., securing the venue, providing real estate market data].

[Co-Host Name/Company] will be responsible for [List duties, e.g., providing financial planning materials, managing registration].

2. Presentation Content:

Both parties agree to collaborate on the presentation slides and speaking points to ensure a cohesive educational experience for attendees regarding real estate and retirement planning.

3. Marketing and Promotion:

Each party will promote the event to their respective databases and social media channels. All marketing materials using both company logos must be approved by both parties prior to distribution.

4. Expenses and Revenue:

Costs for the event (e.g., venue rental, catering, printing) shall be split [Insert percentage, e.g., 50/50]. Any lead data collected during the event will be shared equally between both parties, subject to local privacy laws.

5. Confidentiality:

Both parties agree to keep proprietary business information and client data confidential during and after this engagement.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledged and Agreed:

[Co-Host Signature]

Date: [Date]