**Collaboration Agreement**

Remove instructions in red:  Search for “INSERT” and replace brackets and content within brackets to customize this agreement.

**Event/Project Name:** [INSERT title]

**Purpose of Collaboration:**  
[INSERT brief descrioption about what you’re doing and why]

**Involved Parties:**

[INSERT Party #1 First Name Last Name]

[INSERT Party #2 First Name Last Name]

**Start Date / End Date:** [INSERT date range]

**Roles & Responsibilities:**

Both parties agree to clearly outline and fulfill their respective roles in this collaboration. The goal is shared effort with defined tasks so the project runs smoothly and fairly.

|  |  |  |
| --- | --- | --- |
| **Task or Responsibility** | **Who’s in Charge** | **Notes/Deadlines** |
| Content creation |  |  |
| Lesson or event outline |  |  |
| Promotional graphics or text |  |  |
| Email or social media promotion |  |  |
| Zoom/event setup & hosting |  |  |
| Tech support (chat, screenshare) |  |  |
| Resource creation (slides, handout) |  |  |
| Post-event follow-up |  |  |
| Feedback collection or reflection |  |  |

Support & Flexibility:

Both parties agree to support one another and fill in as needed if last-minute issues come up, within reason. The intention is not strict division, but shared ownership with clarity.

**Revenue Sharing** (if any; e.g., 50/50 split, per sale, fixed fee, or unpaid):

[INSERT Party #1 First Name Last Name] is entitled to [INSERT number] percent

[INSERT Party #2 First Name Last Name] is entitled to [INSERT number] percent

**Branding / Credit:**

Both parties agree to include appropriate credit and branding for the collaboration in all public-facing materials.

Branding:

Whenever possible, co-created content (such as worksheets, event pages, digital downloads, or promotional graphics) will include:  
• Both collaborators’ names or business names  
• Logos (if available and agreed upon)  
• Any relevant titles, website URLs, or Mahj Life affiliations

If space is limited (e.g., social posts or slides), credit may be abbreviated, but each party will make a good-faith effort to recognize the other visibly and respectfully.

Public Credit:

In all promotions, both collaborators will be introduced as co-creators, co-hosts, or featured contributors—depending on the nature of the project. Example phrasings include:  
• “Co-hosted by…”  
• “Created in collaboration with…”  
• “Featuring insights from…”

Credit should be visible in:  
• Event descriptions  
• Social media captions or tags  
• Email newsletters  
• Downloadable resources (if applicable)

Consistency:

Both parties agree to align on naming conventions, business titles, and branding language before publishing materials, to ensure clarity and consistency.

**Promotion Agreement:**

Both collaborators agree to actively promote the joint project or event across their usual channels, which may include email newsletters, social media, websites, printed materials, or in-person mentions.

What to Promote:

Each party agrees to share any key details relevant to the collaboration—such as event date, registration link, featured content, or co-branded materials—clearly and accurately.

Where to Promote:

Promotion will be shared across the collaborator’s main outreach channels, including but not limited to:  
• Email newsletters  
• Facebook or Instagram (personal or business accounts)  
• Website or blog  
• Instructor groups or student communities (when appropriate)

How Often to Promote:

Unless otherwise agreed upon, each party will promote the collaboration at least three times:

1. Save the Date (3 months in advance)
2. Announcement (2–3 weeks in advance)
3. Reminder (1 week out)
4. Final touch (1 day out)

Bonus or optional posts (e.g., countdowns, sneak peeks, or testimonials) are welcome and encouraged, as long as they reflect shared branding and tone.

Adjustments:

Each party agrees to communicate in advance if their promotional capacity changes. The intention is shared visibility and mutual support—not pressure or perfection.

**Cancellation Terms:**  
Either party may withdraw from the project at any time with at least [INSERT number] day’s notice, communicated clearly via email or text. If materials have already been created or commitments made (such as scheduled events or public promotions), both parties will work in good faith to minimize disruption and honor any shared responsibilities.

**If Someone Ghosts or Drops Out:**  
If one party becomes unresponsive or withdraws without notice, the project may be paused, restructured, or completed by the remaining collaborator. Both parties agree to check in regularly and communicate proactively if timelines or capacity change. If communication breaks down for more than [INSERT number] days without contact, the collaboration may be considered closed by default.

**Review/Check-In Plan:**  
To keep things on track, both collaborators agree to hold a brief check-in [INSERT weekly/biweekly]—via [INSERT method Zoom, phone, or email]—on [INSERT day/time, e.g., Fridays at 10am ET]. These check-ins will cover project progress, questions, and any needed adjustments. The goal is to stay aligned and ensure both sides feel heard, supported, and clear on next steps.

**Signatures / Agreement**  
Executed with the intent on being legally bound by the following:

|  |  |
| --- | --- |
|  |  |
| By: s\_Af\_First\_Party\_Name\_Name\_ | Date: d\_Af\_First\_Party\_Name\_Date\_ |

[INSERT Party #1 First Name Last Name]

|  |  |
| --- | --- |
|  |  |
| By: s\_Af\_Second\_Party\_Name\_Name\_ | Date: d\_Af\_Second\_Party\_Name\_Date\_ |

[INSERT Party #2 First Name Last Name]