

**TITLE: Collaborative Event Memorandum of Understanding**

Date: 08/12/2014

Approval:

Original Approval: 06/01/2013

\_\_\_\_\_  
Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised: 08/12/2014

\*\*Cross-Reference COHFMA.003

Purpose: To ensure collaboration events have a standardized Memorandum of Understanding (MOU) completed, approved, and signed by the Presidents of each professional organization prior to the event date.

Template:

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is by and between the \_\_\_\_\_ and the \_\_\_\_\_, collectively referred to as "Sponsors."

**RECITALS**

A planning committee has been formed consisting of each of the Sponsors for the purpose of planning and organizing the \_\_\_\_\_ Conference to be held \_\_\_\_\_ at \_\_\_\_\_.

Pursuant to the Committee's plans and directions, the \_\_\_\_\_ Sponsor will be entering into hotel, planning, and other contracts or agreements in advance of the \_\_\_\_\_ Conference, some of which may include expenses and/or financial commitments (such as deposits, cancellation fees, etc).

NOW, THEREFORE, to document the arrangement agreed to by the Committee for the \_\_\_\_\_ Conference, the Sponsors agree as follows:

1. Liability and loss, including cancellation fees, shall be equally shared.
2. Each organization shall receive an equal share of the profits.
3. HFMA will be responsible for accounting responsibilities, which will include processing of receipt, payments, calculation of profit or loss and distribution of proceeds
4. Distribution of profits/loss will be sent to each Chapter President 20 days after the income and expenses have been reconciled. There will be at least 60 days allotted from the conclusion of the Conference for expenses to be received and before payments are made in order to properly reconcile the final meeting budget.

**PROJECTED BUDGET**

**PROJECTED EXPENSES (estimate):**

Speaker Fees	
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Food and Beverage	
Handout Printing	
Signage (x @ 53.33)	
AV costs	
Social	
Office Manager Consulting Fees	
<b>TOTAL EXPENSES</b>	

**PROJECTED REVENUES (estimate):**

Members & None Members (xx)	
Sponsorships for Breaks and Lunch (x)	
Sponsorships for Social Event (x)	
Paid Exhibitors (5x@ \$250)	
<b>TOTAL REVENUE</b>	

**TASK ASSIGNMENT (may not be a complete list)**

<b>TASK</b>	<b>PERSON</b>	<b>ORGANIZATION</b>
Determine meeting dates		
Determine content		
Determine meeting location and develop hotel RFP or optional locations (i.e provider locations)		
Hotel contract to include room rates, meals, beverages, menus for event, room set up, and guarantees		
Contact and confirm speaker(s)		
Speaker letter(s) preparation & distribution		
Determine brochure content		
Brochure development		
Registration process		
Email distribution of brochure		
Sponsorship contacts and maintain master list of sponsors		
Provide registration lists to Committee		
Hotel reservations for speaker(s)		
Purchase speaker gift(s)		
Order, pickup, distribution of handouts		
Print name badges		
Education CEU forms		
Evaluation forms		
On-site registration		
Signage		

**IN WITNESS WHEREOF, the Sponsors below agree to the above terms.**

**SPONSOR**

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**By: XXX, President**  
**Date:**

**Address 1**

**Address 2**

**City, State, Zip**

**Phone:**

**Email:**

**COLORADO CHAPTER of HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION**

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**By: XXX, President**  
**Date:**