



NEVADA
COUNSEL

CONTRACT REVIEW CHECKLIST

Prepared by Nicole Harvey, Esq. | Nevada Counsel, LLC
Use this checklist to identify risks before signing any agreement.

 SECURE YOUR LEGACY

How to Use This Checklist:

Review each section before signing. A “no” answer doesn’t always mean the contract is “wrong,” but it does mean you should pause, ask questions, or seek guidance before proceeding.

1. Basic Information

- Legal name and address verified
- Agreement complete and dated
- Authorized signer confirmed

2. Purpose & Scope

- Purpose clearly stated
- Duties and deliverables defined
- Timelines included

3. Payment Terms

- Fees clearly listed
- Payment schedule defined
- Grant conditions addressed

4. Term & Termination

- Start and end date clear
- Termination rights included
- Post-termination duties stated

5. Risk & Insurance

- Indemnification reviewed
- Insurance requirements listed
- Liability balanced

6. Confidentiality

- Confidential info defined
- Data security addressed
- Return/destruction clause

7. Intellectual Property

- Ownership clarified
- Reuse rights granted
- Brand protected

8. Releases

- Volunteer/participant waivers
- Media permission
- Forms securely stored

9. Dispute Resolution

- Nevada law specified
- Venue reasonable
- Fee clauses fair

10. Red Flags

- Pressure to sign
- One-sided terms
- Undefined scope

11. Internal Review

- Leadership approval
- Board approval (if required)
- Central storage

Final Self-Check

- Do we understand all obligations?
- Can we exit if needed?
- Does this align with our mission?
- Would we explain this to funders or our board?

This checklist is for educational purposes and does not replace legal advice.

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