



NEVADA  
COUNSEL

# CONTRACT REVIEW CHECKLIST

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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.