



# **CONTRACT REVIEW WORKSHEET**

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# Contract Review Worksheet

Navigating contract negotiations in the music industry is crucial for protecting your rights and ensuring fair compensation for your work. This Contract Review Worksheet is designed to help you identify and understand the key terms of any music contract before signing. By thoroughly reviewing and understanding each clause, you can avoid potential pitfalls and position yourself for a more successful and equitable career. Let's break down the essentials:

## Part 1: Key Contract Terms Overview

For each contract, carefully list and describe the following key terms, ensuring you have a clear understanding of their implications:

- Parties Involved:** List all parties to the contract, including any labels, publishers, producers, or collaborators.
- Scope of Agreement:** Define the scope, including what specific rights are being discussed (recording, publishing, etc.) and any exclusivities.
- Royalties:** Detail the royalty rates, how they are calculated, and any advancements. Include information on mechanical, performance, and synchronization royalties if applicable.
- Term Length:** Note the duration of the contract and any conditions for renewal or termination.
- Territory:** Specify the geographical territory the contract covers (global, regional, etc.).
- Rights:** Clarify which rights are being granted or licensed, such as distribution, marketing, and copyright ownership.
- Deliverables:** List any required deliverables, including albums, singles, or other content, and associated deadlines.
- Compensation and Payment Terms:** Outline how and when you will be compensated, including any advance payments.
- Obligations and Warranties:** Summarize your obligations under the contract and any warranties or guarantees you must provide.
- Termination Clauses:** Understand the conditions under which the contract can be terminated by either party.

## Part 2: Clarifications Needed

Identify any terms or clauses that are unclear or seem potentially unfavorable, requiring further clarification:

- Unclear Terms:** List any terms or clauses that are not clear in their meaning or implication.
- Concerning Clauses:** Note any clauses that seem unusual, unfair, or overly restrictive.
- Comparison to Industry Standards:** Mark any terms that seem out of step with common industry practices or standards.

## Part 3: Preparation for Legal Consultation

Prepare to consult with a music attorney to ensure the contract serves your best interests:

- Compile Questions:** Based on your review, list specific questions or concerns you have about the contract.
- Choose a Music Attorney:** Select an attorney experienced in music law. Consider their reputation, experience, and any recommendations from industry peers.
- Schedule a Consultation:** Contact the attorney to schedule a consultation, providing them with a copy of the contract and your list of questions in advance.
- Consultation Goals:** Set clear goals for what you want to achieve with the consultation, such as understanding certain clauses, negotiating better terms, or assessing the overall fairness of the contract.

## Completion:

- Review Notes:** After your consultation, update this worksheet with notes on any recommended changes or actions.
- Action Plan:** Based on the attorney's advice, outline your next steps, whether negotiating revisions, signing the contract, or possibly walking away.

This worksheet is a starting point for thorough contract review and negotiation. Always seek professional legal advice to ensure your rights and interests are fully protected.