1. Is the SOW based on a current template approved by CELA?
   * {[#:1|$: SOW based on approved template?]}
2. Is total payment $100,000 USD or less?
   * {[#:2|$: Is total payment $100,000 USD or less?]}
3. Is the IP considered unqualified work-for-hire? (this means that (i) no changes are made to the standard work-for-hire language in MSSA; and (ii) Microsoft does not grant any outbound IP licenses other than standard MSSA terms.)
   * {[#:3|$: IP considered unqualified work-for-hire?]}
4. Are there royalties involved?
   * {[#:4|$: Are there royalties involved?]}
5. Is any Microsoft Source Code shown to Supplier?
   * {[#:5|$: Source Code shown to Supplier?]}
6. Is this SOW considered music and talent services? (a video recording SOW that includes music and talent is not low risk)
   * {[#:6|$: SOW considered music service?]}
7. Does this SOW involve events (hosting or renting space at tournaments, conferences, festivals, etc.) and/or the hiring of individuals to help with events?
   * {[#:7|$: Does this SOW involve events?]}
8. Are there no custom terms required? (this means that no changes to the standard MSSA are made, and the SOW template is unchanged except for dates, spending, deadlines, milestones, description of services, etc.)
   * {[#:8|$:Are there no custom terms required?]}