

# Gathering

# Contractual Terms

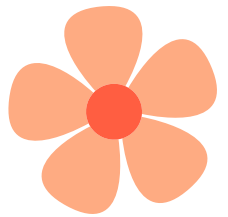
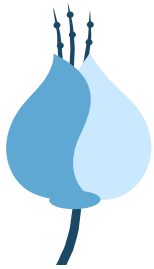


## *A Field Worksheet for Artists and Art Workers*

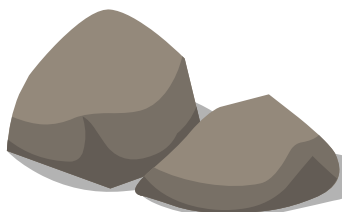
Identifying contractual terms during the initial stages of project discussions can be a bit like going on a field trip to spot insects or pondlife or mushrooms. There's a lot of 'insects' flying about during initial talks. But only some of these can and should be contractual terms.



Here is a worksheet for you to catch possible contract terms when you spot them during initial discussions. Fill this out as you go along.



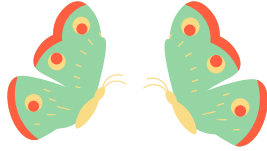
Then use what you have captured in this worksheet to make sure that everything you want is in the contract you are eventually given. Or use it as a starting point to draft your [own contract](#). Bear in mind that this is just a memory and legal desire tool so you don't have to use everything you have noted here.



# Contract Hunt

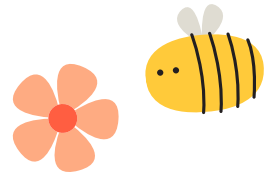
As you are exploring your new project, see how many terms you can catch.

Who are the parties involved? And do they have authority?



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What is the project about?



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What is the project's start and end date?



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What should happen to fees, materials and work if things end before time?



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What exactly are you supposed to deliver or supply?



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What are you expecting from the institution? Materials, expenses, publicity, etc



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Do you have access/collaboration needs? What are they?



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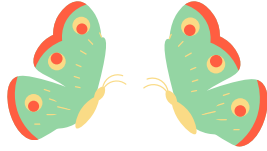
How much are you being paid, when, how often and how quickly?



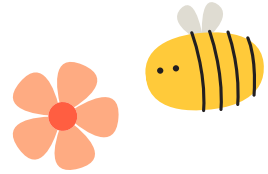
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# Contract Hunt

Add your own questions here as you develop your own criteria over time.



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