

Contracts, Agreements, and Licensing for Artists - Workshop Worksheet

Contract Essentials Checklist

When reviewing or creating any agreement, ensure these elements are present:

- ☐ **Clear identification** of all parties (full legal names, addresses)
- ☐ **Specific description** of work, artwork, or services
- ☐ **Timeline and deadlines** clearly stated
- ☐ **Payment terms** (amount, schedule, method)
- ☐ **Delivery requirements** (format, location, condition)
- ☐ **Rights and usage** clearly defined
- ☐ **Termination clause** included
- ☐ **Dispute resolution** method specified

My Contract Action Plan

Current Agreements I Need to Review/Update:

1. _____
2. _____
3. _____

New Agreements I Need to Create:

1. _____
2. _____
3. _____

Licensing Quick Reference

My Artwork/IP Inventory:

Artwork/Design	Created (Year)	Copyrighted?	Currently Licensed?	Potential Licensing Opportunities

Licensing Strategy Notes:

High-value pieces for licensing:

Target markets/industries:

Pricing strategy ideas:

Red Flags to Watch For

Mark which of these you've encountered or want to avoid:

- ☐ Contracts with no termination clause
- ☐ Agreements that transfer ALL rights indefinitely
- ☐ Payment terms longer than 60 days
- ☐ Vague descriptions of deliverables
- ☐ No insurance/liability provisions
- ☐ Exclusivity clauses without fair compensation
- ☐ Automatic renewal clauses
- ☐ Work-for-hire agreements (unless intended)

Questions for the Q&A Session

Write down specific questions as they come up during the presentation:

1.

2.

3.

4.

Key Takeaways & Next Steps

Three most important things I learned:

1.

2.

3.

Actions I will take within 30 days:

- 1. _____
- 2. _____
- 3. _____

Resource Notes

Recommended tools/templates mentioned:

Professional contacts to follow up with:

Additional research needed:

