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**BEFORE YOU SIGN ON THE DOTTED LINE...**

1. Contract Overview:
  - a. What is a contract?
  - b. What are the Elements of a Contract?
  - c. Theories of a Contract
  - d. Types of Contracts
  - e. Assignment and Sub-contracting
  - f. Remedies
    - Breach of Contract Lawsuit
    - Damages
    - Specific Performance
2. Pitfalls
  - a. Interpretation
  - b. Assumptions
3. What to Do
  - a. Negotiate
  - b. Notes
  - c. Prepared/Reviewed by and Attorney
  - d. Who signs the Contract?
  - e. Policy Council's Role
4. Specific Contracts
  - a. Service Contracts
    - Collaboration
    - Professionals
  - b. Employment Contracts
    - Letter of Appointment
    - Independent Contractors Agreement
  - c. Real Estate
    - Agreement of Sale
    - Mortgage
    - Financial Documents
  - d. Purchase Orders
    - Capital Equipment
  - e. Grants
  - f. Fee Agreements