

# Contract Reading Ceremony

**Parties responsible for reading and signing a contract read the contract out loud to each other and discuss it as a group.**

## Purpose

To ensure every line of a contract is actually read by two parties before it is signed.

## Preparation

The contract is available to all parties in the ceremony.

## Participants (roles)

Reader, Reviewer, Record Keeper

## Pattern (structure)

Open—Reader says, “I will begin.”

Execute—Reader reads the contract out loud to the reviewers.

Reader and Reviewers raise any issues or concerns they have with the contract as they encounter those issues or concerns.

Record Keeper records issues and concerns.

Record Keeper may make changes to the contract.

Reader, Reviewers, and Record Keeper may swap roles during the ceremony.

Reader continues until every word on the contract is read out loud to the group.

Close—Reader says, “Are there any additional issues or concerns we should record?” Record Keeper records additional issues or concerns. Reader says, “Are we comfortable signing the contract as is?” Record Keeper records the response.

## Product

A record of concerns, issues, or desired changes to be made to a contract.

(optional) A new contract

(optional) A signed contract