

Event/Honorarium Information

Use this document to create an event, publicize it, and report honorarium information.

Each section corresponds to a section of the Event page of the website. Though not concurrent, if you have all this information, you can create a simple event.

This information can also be used to create your flyers and social media posts. Honorarium information, once the program is completed, can be sent in with the link below.

Host Information

Program Organizer name:

Program Organizer email:

Program Organizer phone:

Programming Information

Title of the Program (include Chapter Name):

Summary of the Program:

Description of the Program:

Date of the Program:

Start time of the Program (regular and military time):

End time of Program (regular and military time):

Timezone:

Location of the Program (in person/virtual):

Registration Information

Registration limit for the program:

Registration fee for the program: yes/no

Member:

Non-Member:

Stripe information

Member price (Stripe Default Price):

Non-Member price (Stripe Premium Price):

Virtual Information

Zoom or any other information:

Presenter Information

Presenter name:

Presenter email:

Presenter Bio:

Phone number (optional):

Honorarium Reporting Information

Honorarium Amount:

Tasks Performed

Select all that apply

Breakout

Keynote

First Pages/First Look

Manuscript/Portfolio Critiques

Panelist

Retreat

Roundtables

Workshop

Intensive

Other:

Memo of understanding completed: yes/no:

W9 completed: yes/no:

[2025 Honorarium reporting link](#)

More information about creating an event for the website can be found on the RT document page.