bagevent.io

OPERATIONS PLAYBOOK · 2026

Running an event, end to end

Thirty-four topics. One page each.

01	Define	Objective, price floor, entity, currency	04–08
02	Build	Venue, programme, speakers, tickets	09–13
03	Sell	Channels, approvals, messages, sponsors	14–18
04	Run	Briefing, door, lanes, network, gates	19–29
05	Close	Counts, money, debrief, feedback	30–34
06	Comply	AI disclosure, the audit, attendee data	35–37

For teams running events across legal entities, currencies and time zones

v1.3 · 8 Oct 2026

How to use this playbook

Nothing here is sequential. Each page is one topic, written to stand alone — open the phase you are in, and hand single pages to the people who run them.

Three marks recur. **Colour** tells you the phase; the reference is on page 38. ≈ marks a converted figure — read-only, always dated, never what anyone is paid. **A time without a timezone** is venue-local; everything else carries its zone.

Where the law appears — pricing mechanics on page 13, and everything in Comply — it is a summary for operators, current to 8 Oct 2026, and not legal advice.

The web edition is at bagevent.io/playbook. Share this file freely and unchanged: CC BY-ND 4.0.

EDITION	v1.3 · 8 Oct 2026 · first edition 12 Sep 2026
IN V1.3	Invitation rules (pages 13–15) · fees and calculators (pages 05, 19, 20) · attendee directory (page 37) · Article 50 guidelines (page 36) · survey consent · Close timings
IN V1.2	Display-rate example aligned (page 07) · venue and compliance wording refined
IN V1.1	Door arithmetic corrected (page 20) · lane count corrected (page 21) · cross-references repaired · compliance dates re-verified against Regulation (EU) 2026/1744 · editorial corrections
A NOTE ON NAMES	All companies, events, people and figures shown are fictional.

CONTENTS

Six phases, thirty-four topics

Define	Objective, price floor, entity, currency, the one number	04–08
Build	Venue, date, programme, speakers, tickets	09–13
Sell	Channels, approvals, messages, agents, sponsors	14–18
Run	Briefing, door, lanes, scripts, network, gates, rooms, contingency	19–29
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Comply	AI disclosure, the audit, attendee data	35–37

How to read Nothing is sequential. Colour tells you the phase; ≈ means converted, never settled. Colour reference on page 38.

PHASE 01

T−12 to T−8 weeks

01 Define

Five answers that cost nothing now and a great deal in week eleven.

04 Five irreversible decisions

05 The price floor

06 Which entity settles which event

07 One ticket, four currency decisions

08 The one number

Five decisions you cannot reverse

DECISION	LOCKED BY	COST IF IT MOVES	OWNER
Settlement entity	First sale	Refund and re-issue every order	
Pricing currency	Publishing	Prices move under buyers	
Tax and place of supply	First invoice	Corrections across two tax years	
Ticket categories	Badge sign-off	Reprint, and rebuild every access rule	
Time zone of record	Schedule published	Speakers arrive an hour out	

Do this Fill the owner column and put it in the kick-off pack. Every row is cheap this week.

The price floor

BREAK-EVEN

fixed ÷ paying + variable

Fixed costs divided by paying attendance, plus variable cost per head. Paying attendance, not attendance — speakers, staff, press and guests eat and pay nothing.

A refund returns the whole ticket price, and the payment fee does not come back with it. Model refunds as a cost line, not as reversed revenue.

Two fees get confused. The **payment fee** goes to your payment provider; Stripe publishes its rates at stripe.com/pricing. A **platform fee** is what a ticketing platform takes on top. BagEvent takes none: 0% on every plan. Compare the two in the ticket fee calculator.

FIXED
Venue, stage, AV
Speaker travel and hosting
Marketing and production
Staff, security, insurance

PER HEAD
Catering, badge, bag
Payment fees — to your payment provider
Platform fee — where your ticketing platform charges one

Order Floor first, then position, then price.

Which entity settles which event

EVENT	ENTITY	ACCOUNT	STATUS	REVENUE
Corvess Berlin Forum 12–13 Mar 2026 · CET	Corvess GmbH	Stripe · EUR	settled	€58,200
Corvess Singapore Summit 4 Jun 2026 · SGT	Corvess Pte	Stripe · SGD	settled	S$96,400
Corvess New York Roadshow 23 Sep 2026 · EDT	Corvess LLC	Stripe · USD	pending	$142,800

NO POOLED BALANCE

Nothing is held in transit between the attendee and your account.

REFUNDS STAY HOME

Back to the company that took the money. No inter-company balance.

EACH CLOSES ALONE

The German accountant does not wait for New York.

Group view ≈ $280,400, converted at the mid-market rate of 5 Sep 2026. Read-only. Nobody is ever paid it.

One ticket, four currency decisions

LAYER	DECIDES	EXAMPLE	SET BY	DEFECT
Pricing	What the buyer is quoted	€890	Per ticket type	Derived from a live rate
Settlement	What lands in the bank	EUR	The owning entity	Converted before it lands
Tax	What the invoice declares	19% DE VAT	Place of supply	Follows the card country
Display	What head office reads	≈ $1,041	A view, with rate and date	Shown as if it were a balance

Watch Converting at settlement instead of at display. The entity receives a figure it never agreed to.

Every event has one number that gets quoted back at you.

Name it before the kick-off call, and check on page 27 that a capture point exists for it.
Most measurement failures are decided here, not at the end.

The one number

OBJECTIVE	THE NUMBER	CAPTURE ON THE DAY	OR ELSE
Lead generation	Qualified conversations	Stand and session scans	A list with no interest signal
Retention	Attendance by account	Check-in matched to CRM	Nobody can prove who came
Revenue	Net per entity	Order-level settlement	Finance rebuilds it by hand
Sponsor delivery	Footfall and leads	Zone scans per sponsor	Renewal becomes an argument
Brand	Who came, not how many	Seniority at registration	Only a headcount survives

Do this Write the number and its capture point into the kick-off pack, next to the owner column from page 04.

PHASE 02

T−10 to T−6 weeks

02 Build

Venue, date, programme, speakers, tickets. Everything here has a price and a deadline.

09 Venue survey

10 The programme sets your arrival peak

11 The speaker letter

12 Ticket categories are an identity system

13 Pricing mechanics

Venue survey

CONFIRM ON SITE

Privacy and exclusivity — who else is in the building that week

Grade — star rating, and what the audience expects

Availability — across the whole window, including build days

Transport — from the airport, at the hours people land

Catering — standard, and cost per head

Floor area, ceiling height, load-in

Rental price — and what it excludes

CAPACITY BY LAYOUT

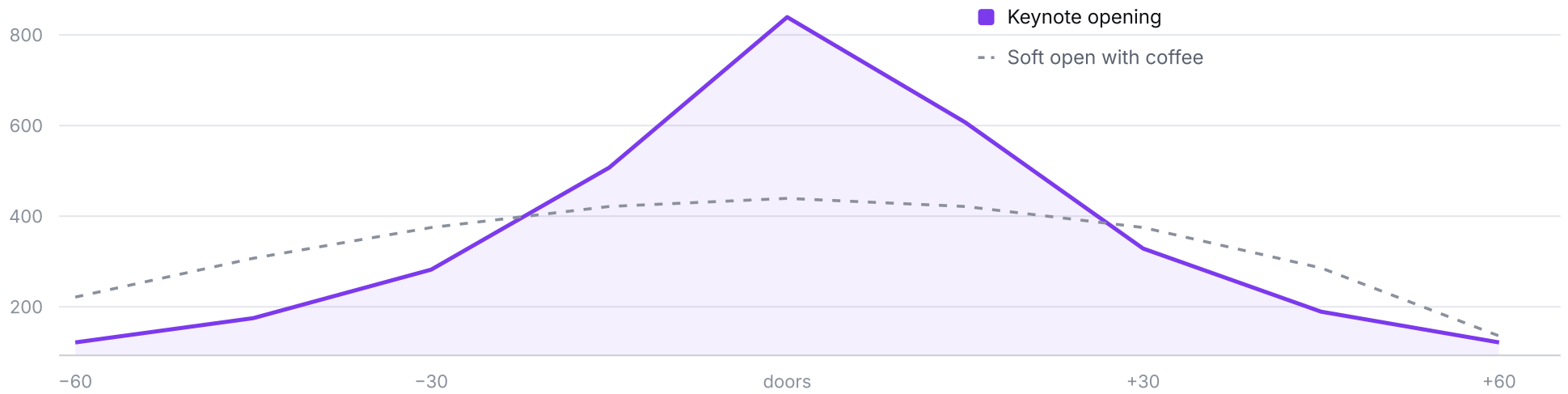
Theatre seats the most · classroom about half of theatre · banquet low and wide.

Herringbone for workshops · reception standing · U-shape for negotiation · boardroom closed.

Quoted capacity is usually theatre. Confirm the layout you need, in writing.

Watch Classroom needs roughly twice the floor of theatre for the same headcount.

The programme sets your arrival peak



OPEN EARLY

Registration ninety minutes before the first session.

GIVE A REASON

Something worth arriving early for, in that window.

STAGGER

Exhibitors and VIP ahead of the general audience.

Illustrative 4,000 attendees, 15-minute buckets. Same crowd, same venue — the peak roughly doubles.

The speaker letter

COVER IN THE LETTER

- **Dress code** — and that you will tell everyone the same thing
- **Transfers** — met by whom, with a phone number
- **Screen** — ratio and resolution
- **Autocue** — available, and whether they want it
- **Seating off stage** — and who sits next to them
- **Weather** — and the distance from hotel to stage

NEW CLAUSE FOR 2026

Any chance you will translate, dub or clip the talk with AI? Get written agreement at invitation stage.

Asking afterwards means refusing something already made — and the disclosure duty on page 35 applies to whatever you publish.

Establish first Their published position · present, panel, award or Q&A · who has already accepted.

Ticket categories are an identity system

CATEGORY	UNLOCKS	INVOICE	TRAP
Attendee	Main programme	Standard	Price tiers modelled as categories
VIP	Reserved seat, own lane	Standard or comp	Promised by email, not on the badge
Speaker	Green room, all sessions	None	Added after access rules exist
Exhibitor	Early access, lead scanning	To the exhibitor	Hours nobody told the door
Staff	All areas	None	Agency given the client's badge
Press	Accredited areas	None	Embargo never recorded
Sponsor	Contracted allocation	To the sponsor	Tracked in the contract only
Custom	Whatever the contract invented	Case by case	Absent — so Press absorbs it

Watch Without a Custom category, somebody issues Press badges to a delegation.

A timer that resets is not a deadline.

Early bird with a real cut-off, stepped pricing, group thresholds and genuinely limited allocations are all fine. Fake scarcity, resetting countdowns, exit-intent discounts and per-visitor prices are not.

Pricing mechanics

FINE

Early bird — with a real, enforced deadline

Stepped pricing — on published dates

Group discounts — 10+ for budget buyers, 2–3 for reach

VIP and invitation-only tiers — an invited price replaces a promo code, never stacks with it

Real allocations — if there are 60 seats, say 60

NOW A PROBLEM

Resetting timers · decorative scarcity counts · exit-intent popups · confirm-shaming · prices that differ by who is looking.

In several platforms these are ticket types in the data model, not a front-end setting. The Digital Fairness Act proposal — page 36 — targets exactly this list.

Test Could an attendee see how the mechanic works and still think it fair?

PHASE 03

T−8 to T−1 weeks

03

Sell

Every registration should arrive already knowing where it came from.

14 One link per source

15 Approval has three seats, not one

16 Four messages carry the registration

17 When an agent fills the form

18 What you owe sponsors

One link per source

4

NUMBERS PER SOURCE

`opens → registrations → approved → checked in`

Link opens	Did they send it
Registrations	Is it your audience
Approved and paid	Does quality survive
Checked in	Was any of it real

A source is a campaign, an outside partner, or one sales rep. Each gets its own link. If a partner earns commission, agree which of the four numbers it is counted on before the links go out.

Watch Four numbers per source, or the debrief on page 32 ends at “we do not know which channels worked”.

Approval has three seats, not one

SEAT	CAN DO	CANNOT DO
Inviter	Submit or forward; sees own list only	See other lists, approve their own
Reviewer	Approve or decline; holds the quota	Change the quota, act across teams
Administrator	Final confirmation; sees every entity	Approve a name the reviewer has not seen

SETTLE BEFORE THE FIRST INVITATION	THE RULE TO WRITE DOWN
Two reps, one prospect	Who keeps the credit, and who rules on a dispute. Decided once, not per deal
A free seat	Always goes to a reviewer. Nobody approves their own invitee
A request nobody answers	Passes to a named person after a fixed number of days

Why the quota Without it, the best-known client gets four invitations to the same dinner and declines all of them.

Four messages carry the registration

MESSAGE	SENDS	CONTAINS	ANSWERS
Confirmed	On approval	Reference, e-ticket, calendar file	Did it go through
Pending or declined	When the reviewer acts, or at 48 hours	The state, and what happens next	Am I in
Doors open soon	60 min before start	Entrance, lane, what to bring	Where do I go
Not yet arrived	5–20 min after start	Location, and the cut-off time	Still reachable

The line These four are contract performance. Save-the-dates are marketing, and need consent. So does any survey that promotes something; the feedback survey on page 34 asks about the event only.

When an agent fills the form

YOU ASSUMED	NOW	DO INSTEAD
A human read the criteria	Answers are complete, plausible, sometimes invented	Verify at approval or payment
The campaign tag survives	No referrer; partners show as direct	Lean on checked-in, not clicks
The registrant is the attendee	Weaker than it was — and the door is where it shows	Confirm to the attendee's own address
Blocking bots protects you	It refuses a real assistant's agent	Mark valid but unverified; do not block

Do this Look at your own logs for missing referrers before forming a view.

What you owe sponsors

AGREE BEFORE THE EVENT

Allocation — as its own ticket category, not comped by hand

A named contact — who is not running the door

Lead capture — device, consent and data owner agreed

Stand hours and rights — given to the door team in writing

What you will report — and when

Logo and naming — checked against the contract

THE ONE THAT DECIDES RENEWAL

Agree the reporting format before the event.

A sponsor who gets a number they did not expect will discount it. One who agreed the definition will quote it internally for a year.

Watch Allocations tracked only in the contract are discovered on the morning.

PHASE 04

On-site

04

Run

The day itself. Every page here is something you can hand to a volunteer who arrived an hour ago.

19 Briefing and shift plan

20 Size the door against the peak

21 Six lanes, not one queue

22 The floor plan

23 Who stands where

24 What to say at the desk

25 When the network fails

26 Gates and session control

27 Capture beyond the door

28 Rooms, catering and transfers

29 Failures and authority

Briefing and shift plan

COVER THIS	HOW LONG	LED BY	WHEN
Scripts, posture, escalation	30 min	Event lead	Day before, 15:30
Device and system, hands on	60 min	Technical lead	Day before, 16:00
Spot check — everyone scans once	15 min	Supervisor	End of the hands-on session
Group chat live, all points	—	Coordinator	Day before, 14:00
Shift plan issued, by name	—	Coordinator	Day before, 18:00
Materials counted in at each point	—	Point lead	Day before, by 20:00

Need the sheets to hand out? The check-in lane calculator exports a free Excel manual built from your numbers: a dated countdown, a lane-by-lane staffing sheet, the kit list, volunteer scripts and an exceptions sheet for every desk.

The rule Nobody who missed the briefing works the door. An unavoidable replacement gets a short re-brief before the shift, from the supervisor who will stand next to them. All times venue-local.

Size the door against the peak

18

LANES REQUIRED

`2,200 ÷ (45 × 3) = 16.3 → 17 → +1 spare = 18`

Attendance	4,000
In the peak window	55% → 2,200
Window	45 min
Per lane, per minute	3
Window cut to 30 min	26 lanes

Run your own numbers in the free check-in lane calculator. It allows about 25 seconds a person, greeting included, so it sizes more generously than the 3 a minute used here, which is a pre-printed badge handed over without a word.

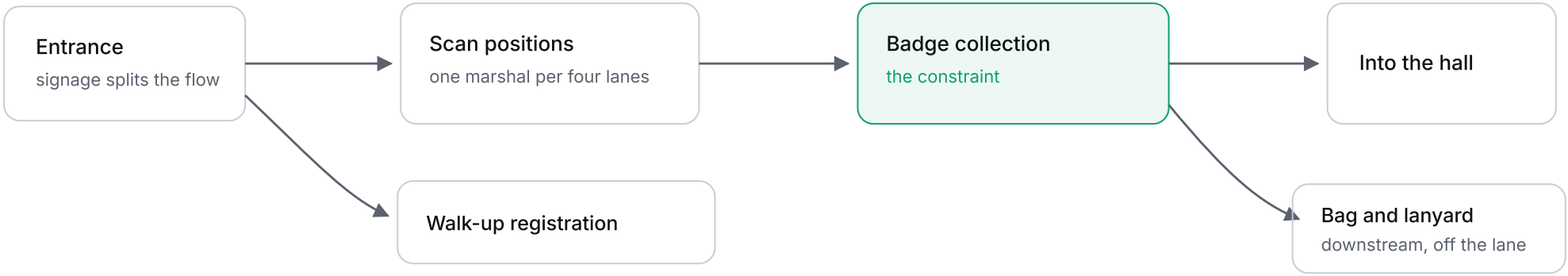
The spare One lane's kit will fail. The eighteenth is the lane you open without moving anybody.

Six lanes, not one queue

LANE	FOR	NEEDS	HOW MANY
Pre-registered	Ticket held, badge printable	Scanner, printer, a pair of hands	The formula, page 20
Walk-up	No ticket, or a question	Form, payment, print, a supervisor	Own desk, off the flow
VIP and press	Met by a host	Badges held by name	One desk per cluster
Exhibitors	In before public doors	Different hours and rights	Opens earlier
Registered, unpaid	Signed up, never paid	Card terminal, and a way back into the lane	One desk, next to walk-up
Groups	One leader, many badges	A table and a manifest	Booked into a slot

The marshal Pull walk-ups out before they reach a scanner. One in a pre-registered lane costs more than the next ten people.

The floor plan



UPSTREAM

Signage before the queue sorts people while they walk.

IN THE LANE

Scan, confirm, release. Nothing over five seconds.

DOWNSTREAM

Bag, lanyard and questions, off to one side.

Two decisions Split walk-ups at the entrance, not the desk. Put the bag table downstream. Neither costs budget.

Who stands where

ROLES

- **Scanner operator** — one per lane
- **Badge handler** — one per lane, two on the busiest
- **Queue marshal** — one per four lanes
- **Walk-up desk** — one per desk
- **Supervisor** — one per cluster
- **Technical lead** — one, and only one

COVER THE PEAK, NOT THE DAY

90 min

Two thirds of the team is needed for about ninety minutes. Book that, pay the overlap, and brief every role together in one room.

Design for the volunteer If a role needs more than ten minutes of training, it will be done wrong under load.

What to say at the desk

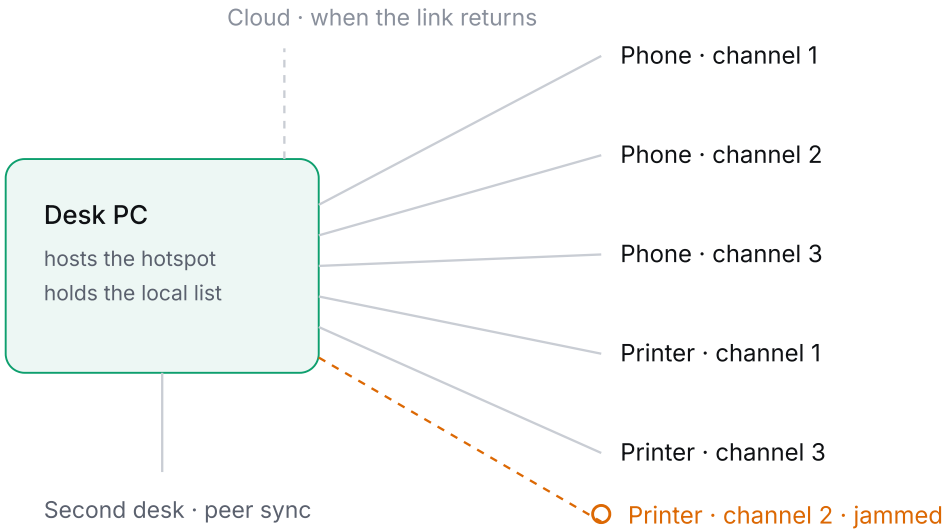
MOMENT	SAY THIS	THEN
Greet	“Do you have your QR code, or shall I look you up by name?”	Look up before they reach you
Verify	“Could you spell your surname for me?”	Spell it back. Never guess
Issue	“Here is your badge, Ms Ortega.”	Say the name once
Direct	“Hall 2 — straight ahead, then right.”	Open hand, not a finger
Not found	“Let me check one spelling — and could you scan this code?”	Point at the on-site code
Name wrong	“Let me correct that and reprint it.”	In the system, not by pen
Declined	“The organiser's desk behind me can explain.”	Never give the reason
Someone else's badge	“I can only release it to the person named on it.”	Escalate; do not decide

Never Read out another attendee's details · confirm whether a named person is attending · promise a room or an invoice change · take cash · let anyone photograph the screen.

The queue is not caused by the scanner.

Scan is milliseconds. Print parallelises. Collect is one pair of hands, one attendee at a time, and it does not parallelise inside the lane. Add lanes and hands before hardware.

When the network fails



PHONES BIND TO A CHANNEL

Not to a printer — so a jam reroutes instead of orphaning three devices.

THREE CHANNELS PER DESK

A deliberate ceiling. Beyond it, one failure takes down too much door.

LOCAL FIRST, CLOUD SECOND

Desks reconcile with each other, then upstream when the link returns.

Four rules Offline state permanently on screen · undo for ten seconds without a supervisor · success you can hear · one task per screen.

Gates and session control

WHERE	GATE LANES	MANUAL FALLBACK	STAFF	RULE
Main hall entrance	3, each in and out	1 in, 1 out	2 on gates, 2 scanning	Always staff a manual lane
Breakout, capacity capped	—	1	1 at the door	A phone is enough below 300 seats
Breakout, open	—	—	1 roaming	Capture only, never block
Exhibition zone	—	—	Fixed tablet	No blocking, no queue
Catering and gala	—	1	1 per service point	Entitlement, not attendance

Name every capture point the same way `day / venue / session / start / room` — `D1 / Hall C / S1 / 14:00 / E303`. Closed sessions carry the same shape, so the export sorts.

Capture beyond the door

WHERE	ANSWERS	DEVICE	BLOCKS	STAFF
Main entrance	Arrived, and when	Desk scanner and printer	Yes	Page 23
Track doors	Which sessions	One phone per door	If capped	One each
Exhibition zones	Which part of the floor	Tablet at the mouth	No	None
Stands	Which exhibitor	The exhibitor's device	No	The exhibitor's
Workshops	Capacity enforcement	Phone at the door	Yes	One each
Catering and gala	Entitlement	Phone at the service point	Yes	One each

Data rule Only the ticket identifier crosses the venue network. Names stay on the desk that issued the badge — page 37.

Rooms, catering and transfers

Check in first, allocate after — a delegate with no room yet still gets a badge

One team owns rooms — and it is not the check-in desk

Room changes and upgrades — go to that team, never to a volunteer

Meal entitlement reads from the badge — not from a separate list

Catering devices switch code daily — and upload at the end of each day

Shuttle times printed at every desk — including the last departure

THE BOUNDARY TO STATE OUT LOUD

The check-in desk allocates a room only when the system does it automatically.

Everything else — a change, a specific floor, a late arrival, a no-show release — belongs to the accommodation team. Without that line, the attendee is sent back and forth between two desks.

Transfers Volunteers are asked about the shuttle more than about anything else. Put the timetable on the desk, not in the app.

Failures and authority

IF THIS HAPPENS	THE OPERATOR	WHO DECIDES
Venue link down	Carries on; checks the count clears later	Nobody
Printer jam	Clears it, releases held jobs	Nobody
Wrong person scanned	Undo, rescan	Anyone on the door
Already checked in	Decides on the spot; both records kept	Anyone on the door
No ticket at all	Records why	Supervisor
Session full	Turn away, standing, or overflow room	Supervisor
Stop scanning entirely	Records start and end time	Event lead

At the briefing Name the trigger for the last row, not the feeling. The event lead should be reachable in ten seconds — and should not be scanning.

PHASE 05

T+1 to T+14 days

05

Close

Two closes in forty-eight hours, counts then money, and the debrief inside a week. Skipping the first turns the rest into arguments.

30	Close the counts within 24 hours
31	Close the money within 48 hours
32	The debrief
33	Sign-off and archive
34	Feedback

Close the counts within 24 hours

- **Pending sync at zero** — on every desk
- **Duplicates resolved** — each with a named decision
- **Walk-ups matched to orders**
- **Session counts against capacity**
- **No-shows separated from bad contact data**
- **One attendance definition, written down**

THE DEFINITION PROBLEM

A scan at the entrance, a scan anywhere, and a steward marking present are three different numbers.

Pick one. Put it at the top of the report. Use the same one next year. Sponsors will quote it for three years.

Assign One person owns this close, and it is not the person who ran the door.

Close the money within 48 hours

STEP	CHECK	COMMON FAILURE
Payout per entity	Orders in that currency match the payout	A converted figure taken as the payout
Refunds assigned	Each sits with the company that took the money	An inter-company balance
Invoices issued	In each country's format	One template across three jurisdictions
Sponsor allocations	Delivered against the contract	Discovered at renewal
Suppliers paid	Venue, AV, catering, staffing	A late invoice after close
Variance note	Budget against actual	Skipped — and it wins the next brief

Why it works Nothing was pooled, so nothing has to be unpicked — page 06.

The debrief

Result — met, missed or exceeded. One line

Decomposition — topic, price, date, channels, location

Cause — each with evidence

Change — each with an owner and a date

THREE TIERS

Small things the same day · multi-city after each city · everything within a week.

The most common finding — we do not know which channels worked. That is page 14, not done.

Order Result first. A debrief that opens with methodology is a debrief nobody finishes.

Sign-off and archive

Acceptance in the room — before you leave the venue

Numbers handed over within 48 hours — sponsors separately

Contract discharged — with finance and procurement

Both sides settled — invoices raised, suppliers paid

Team appraised — and the project marked closed

ARCHIVE

Plan · attendee list · inventory · speaker decks and releases · photography with rights · coverage · final report.

Could somebody who was not there find last year's floor plan in five minutes? If not, it is storage, not an asset.

Why it matters For an agency, the event ending is not the engagement ending. This is where margin is quietly lost.

Feedback

ASK	WHEN	OF WHOM	WHY THEN
Two questions on the badge	At the exit	Everyone leaving	The highest response rate all year
Six questions, maximum	Within 48 hours	All attendees	After that, memory becomes narrative
Session ratings	End of each session	That room only	Later, it measures the speaker's fame
Sponsor review	Within a week	The named contact, by phone	A form collects politeness
Client review	Separately	The person who signs	Their concerns are not the attendees'

Keep it short Six questions is the ceiling, and all six are about this event. Add an offer or a next-event pitch and it becomes marketing, which needs consent (page 16).

PHASE 06

Applies from 2 Aug 2026

06

Comply

What changed in 2026, and the audit that takes an afternoon.

35 What you must disclose

36 The audit

37 Attendee data

PHASE 06 · COMPLY

A watermark does not discharge your duty.

The disclosure has to reach the person, at first exposure, without them using a tool to find it. Enforceable since 2 Aug 2026. Penalties reach €15 million or 3% of worldwide turnover, whichever is higher.

What you must disclose

WHAT YOU DO	OWNS IT	DISCLOSURE	WHERE
An assistant answers questions	Provider builds, you configure	A line in the first message	Site and app
Generated imagery	Provider marks, you publish	Machine-readable mark, plus a visible credit	Campaign
A recap that manipulates real speakers	You	Prominent, on first view, inside the video	Post-event film
Synthetic voice or dubbing	You	Stated before playback	Multilingual replay
Inferring how the room feels	You	Told to the people exposed, before exposure	Audience analytics

Scope The rule follows the attendee, not the company. A Singapore organiser running a Berlin event is in scope. Summary, not legal advice.

The audit

- List every AI touchpoint
- Mark provider or deployer against each
- Check first-exposure disclosure exists — against the Commission guidelines of 20 Jul 2026
- Check anything republished after 2 Aug 2026
- Confirm speaker agreements cover voice and likeness
- Check the ticket page for resetting timers
- Name the owner, set a review date

DATES

19 Jun 2026	CRD online-interface amendments apply
20 Jul 2026	Commission guidelines on Article 50 adopted
2 Aug 2026	AI Act Article 50 applicable
2 Dec 2026	Marking deadline for systems on the market before 2 Aug
Q4 2026	Digital Fairness Act proposal expected

Summary only, not legal advice.

The point The organisers who have a bad quarter used AI in four places and can name two.

Attendee data

QUESTION	DESIGN FOR THIS ANSWER
What crosses the venue network	The ticket identifier, nothing else
Where names and contacts live	On the desk that issued the badge
What a stranger learns from a badge	Nothing about its holder
How long you keep the list	A period decided in advance
Who can export it	Named people, logged
What sponsors receive	What the attendee consented to
Who appears in the attendee directory	Only those who chose to be found; contact details after they accept

Before registration opens Lawful basis, retention period and who it is shared with — on the form, not in a policy nobody opens.

Colour and type

PHASE	USE	HEX
Define	Phase 01, and the brand — rationed to one accent per content page	#E8590C
Build	Phase 02 only	#7C3AED
Sell	Phase 03 only	#0B72E7
Run	Phase 04 only	#0E9F6E
Close	Phase 05 only	#D6336C
Comply	Phase 06 only	#0891B2

TYPE

Inter, weights 400 and 500 only. Numbers set tabular. JetBrains Mono for identifiers and capture-point names. No third face, no third weight.

STATUS

Never colour alone — shape plus a word: ● settled ○ pending

Three uses Flood on dividers and statements · 8% tint for panels · solid for the one big figure. Six colours — a seventh turns navigation into decoration.

bagevent.io

Each event settles to the legal entity you nominate.

In its own currency, on its own clock.

Start a 14-day trial at bagevent.io

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Event management platform for conferences, corporate events and trade shows

Web edition: bagevent.io/playbook