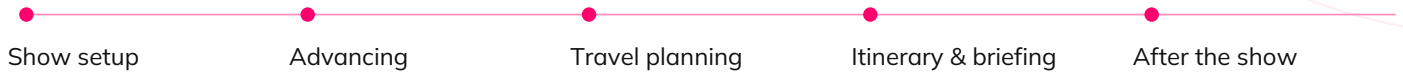


Workflow *examples*

ADD-ONS TO YOUR SECOND BRAIN

AI prepares. You decide.

Each workflow is adapted to your tools, templates and ways of working. We can also develop workflows around other recurring tasks in your business.



01 Booking

Confirmed Booking Setup

- Create show & email folders
- Start the advancing checklist
- Draft the first advancing email
- Extract supplied contract details
- Prepare booking-system entries

02 Advancing

Advancing & Follow-ups

- Extract details from replies
- Update advancing status
- Draft tailored follow-ups
- Prepare booking-system entries

Travel Planning

- Calculate travel windows
- Account for neighbouring shows
- Create flight-search links
- Draft travel-agent requests
- Retrieve transfer time & km

Custom Itineraries & Briefings

- Compile travel, times & contacts
- Create & update custom itineraries
- Draft each artist's travel email

03 Finance

Booking Finance & Invoice Tracking

- Match booking income & costs
- Calculate balances by currency
- Track payment status
- Track WHT statements
- Draft WHT statement requests

Price depends on the level of customization and number of workflows.

Regular total:

€350-700

incl. 19% VAT