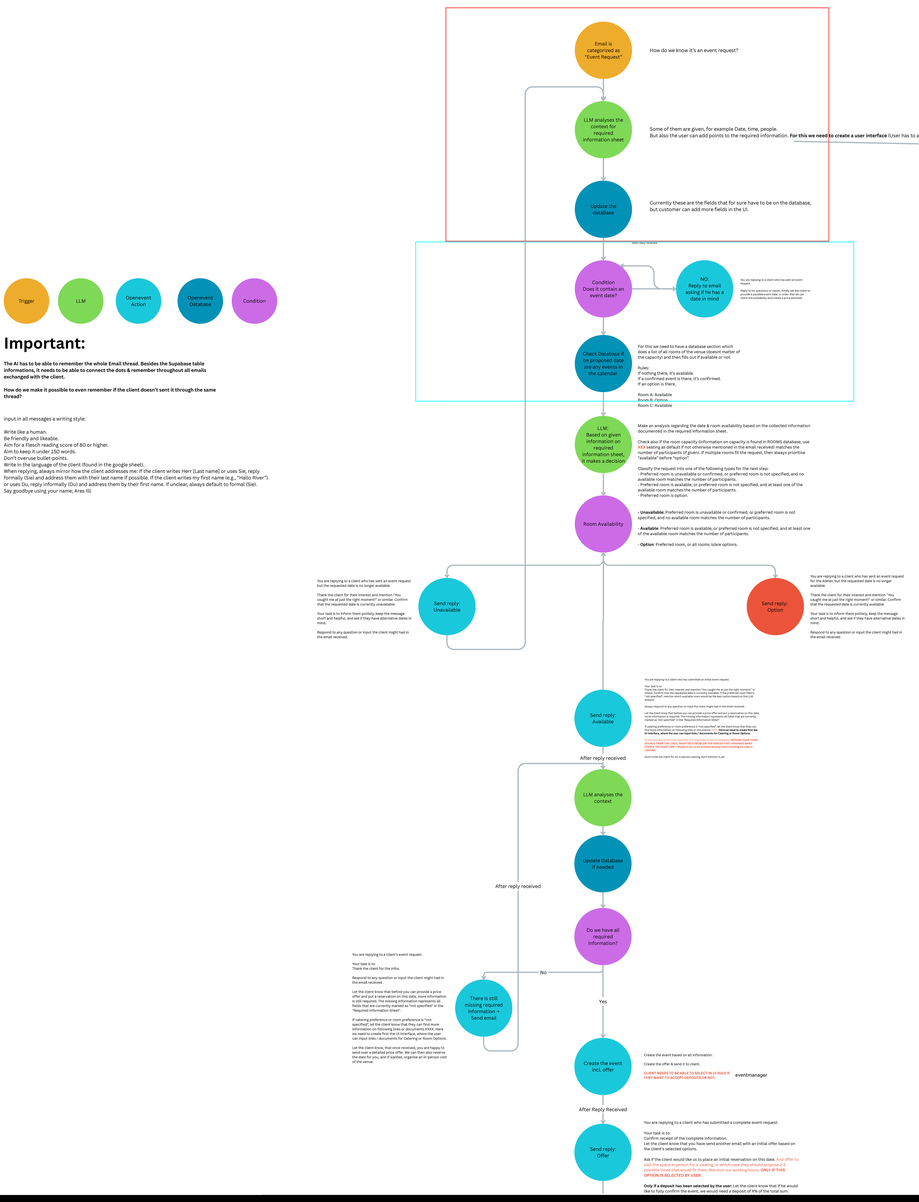

Date Email Received = Input the date of when the email from the email received arrived in our inbox. Use following format DD.MM.YYYY

Status = Always write "Lead"

Event Date = Input the requested event date from the email received in following format DD.MM.YYYY

Name = Input the first and last name of the prospect from the email received.

Email = Input the email of the sender from the email received.

Phone = Input the exact phone number (exactly as the client wrote it) of the client from the email received. If no phone number is mentioned, input "Not specified".

Company = Input (only if applicable) the company name of the prospect from the email received. Often it's mentioned in the email signature. If nothing mentioned, input "Not specified". If client doesn't have a company write "none".

Billing Address = Input (only if applicable) the billing address of the prospect from the email received. Often it's mentioned in the email signature and it comes in the Swiss address format: StreetName Number, Postcode City (Example: Bergstrasse 71, 8032 Zürich). If nothing mentioned, input "Not specified".

Start Time = Input (only if applicable) the start time mentioned in the email received. Use HH:mm format. If nothing mentioned, input "Not specified".

End Time = Input (only if applicable) the end time of the event mentioned in the email received. Use HH:mm format. If they mentioned a range, input the highest number within the range. If nothing mentioned, input "Not specified".

Preferred Room = Input (only if applicable) the preferred room (Room A, Room B, Room C) of the event mentioned in the email received. If multiple rooms are requested write it in the format of Room A + Room B for example. If nothing mentioned, input "Not specified".

Number Of Participants = Input (only if applicable) the amount of participants of the event mentioned in the email received. Only use one number, if they mentioned a range, input the highest number within the range. If nothing mentioned, input "Not specified".

Type Of Event = Input (only if applicable) the type or reason (e.g. what is this event about?) / occasion / name of the event / type of the event mentioned in the email received. If nothing mentioned, input "Not specified".

Catering Preference = Input the catering preferences the client has mentioned, but only if it perfectly matches one of the following catering options which we offer: **LIST HERE THE PRODUCTS FROM DATABASE.** If a product name is similar but not exactly the same, what then? If no options apply, input "Not specified".

Room A = Based on the calendar check, check if the event(s) are in the "Room A". If yes, input "Option" or "Confirmed" depending what is the Status of the event. If there is no event with the room name "Room A", input "Available". If it has the status "Lead" or "Cancelled" put "Available".

Room B = Based on the calendar check, check if the event(s) are in the "Room B". If yes, input "Option" or "Confirmed" depending what is the Status of the event. If there is no event with the room name "Room B", input "Available". If it has the status "Lead" or "Cancelled" put "Available".

Room C = Based on the calendar check, check if the event(s) are in the "Room C". If yes, input "Option" or "Confirmed" depending what is the Status of the event. If there is no event with the room name "Room C", input "Available". If it has the status "Lead" or "Cancelled" put "Available".

Billing Amount = Input (only if applicable, once an offer has been made) the total billing amount for the proposed event mentioned. If nothing mentioned, input "none".

Deposit = Input (only if applicable, once an offer has been made) the total deposit amount for the proposed event mentioned. If not otherwise stated, it represents 50% of the Total Billing Amount. If nothing mentioned, input "none".

Language = Detect the language used of the client.

Important:

The AI has to be able to remember the whole Email thread. Besides the Supabase table informations, it needs to be able to connect the dots & remember throughout all emails exchanged with the client.

How do we make it possible to even remember if the client doesn't sent it through the same thread?

input in all messages a writing style:

Write like a human.
Be friendly and likeable.
Aim for a Flesch reading score of 80 or higher.
Aim to keep it under 150 words.
Don't overuse bullet points.
Write in the language of the client (found in the google sheet).
When replying, always mirror how the client addresses me: If the client writes Herr (Last name) or uses Sie, reply formally (Sie) and address them with their last name if possible. If the client writes my first name (e.g., "Hallo River") or uses Du, reply informally (Du) and address them by their first name. If unclear, always default to formal (Sie).
Say goodbye using your name, Ares III