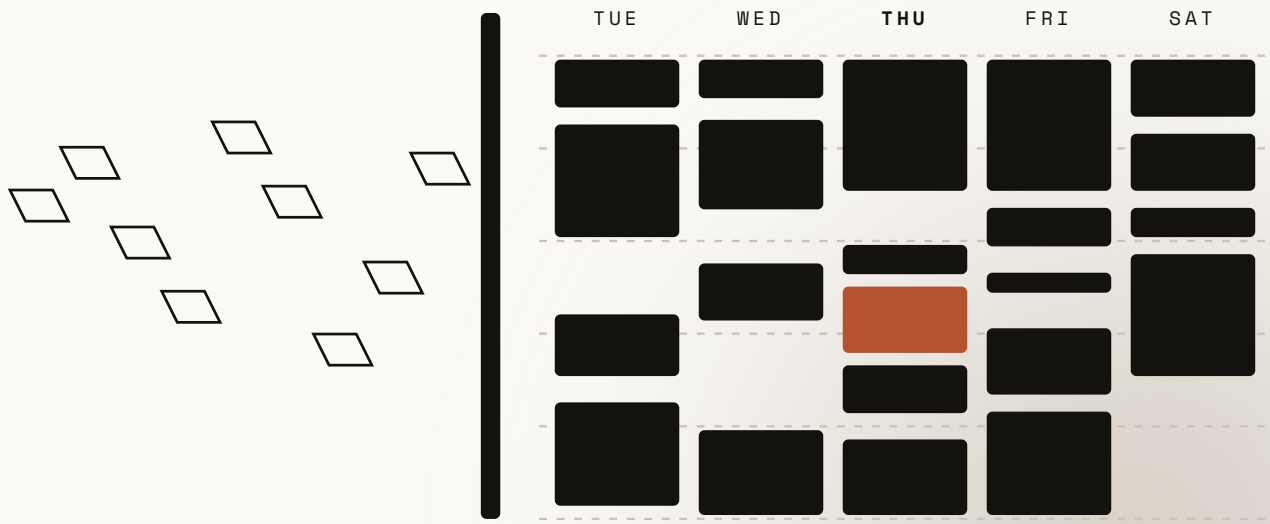


Your First AI Agent in a Weekend: a booking assistant that offers times, confirms and reminds

Build an assistant that answers booking emails with times that are really free in your calendar, holds the one the customer picks, and reminds every customer the day before. The AI never sends.

BOOKING & REMINDERS EDITION · FREE SAMPLE

NEUROVA AI
SOFTWARE DEVELOPMENT

About this guide

GUIDE	Your First AI Agent in a Weekend: a booking assistant that offers times, confirms and reminds
EDITION	Booking & reminders
VERSION	1.0 · last tested November 2026
PUBLISHER	Neurova AI · neurova-ai.com

Contents

01 **What a booking assistant is, and isn't**
Read the request, check the calendar, offer or hold, remind. And the rule that keeps it safe.

02 **Set up in an hour**
in the full guide

03 **Build 1: read the request, offer free times**
in the full guide

04 **Build 1, continued: hold the time, confirm, handle changes**
in the full guide

05 **Build 2: reminders that cut no-shows**
in the full guide

06 **Test it, then run it safely**
in the full guide

This free sample contains chapter 01. The full guide has all 6 chapters, plus the prompt library and the checklist.

The promise. In one weekend, about seven hours, you'll build two automations in Zapier. The **request reader** drafts a reply offering free times from your calendar; when the customer picks one, it checks the calendar again, holds the time and drafts the confirmation; changes and cancellations get a holding reply for you. The **reminder** emails each customer the day before. Every message the AI writes waits in your drafts; only the reminder text you approved sends itself.

What you need. A Gmail mailbox, Google Calendar, and a **paid Zapier plan**. The free plan only runs two-step automations, and this build needs more. Most plans start with a free trial long enough to build and test everything here.

Licence. This is a free sample. You are welcome to share it as it is.

Examples. The worked-example business in this guide is fictional. The build is real: every step was carried out on the tools named, on the date above. Case studies from real companies are cited with their source.

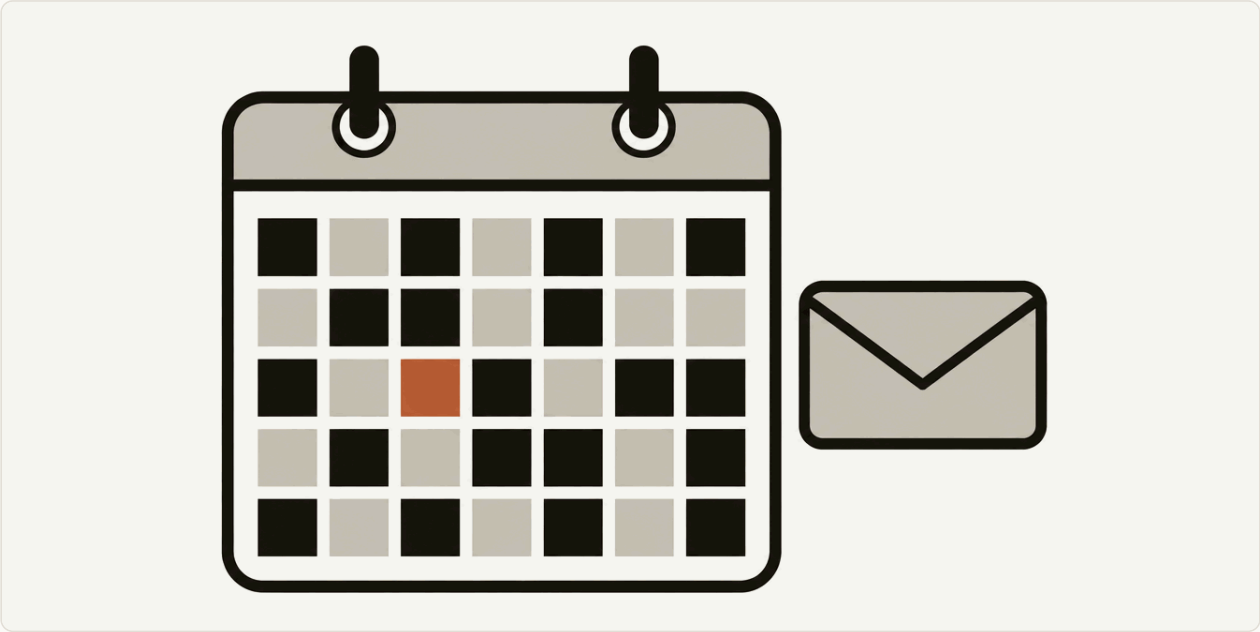
Tools change. AI products update often. If a screen looks different from the one described, the method still applies; owners get free updated versions in their library.

© 2026 Neurova AI. All rights reserved.

CHAPTER 01

What a booking assistant is, and isn’t

Booking by email is a game of ping-pong. "Do you have time on Thursday?" "Only at two." "Two doesn't work, Friday?" The assistant you'll build plays the first moves for you. It reads the request, looks at your calendar, and leaves a reply with times that are really free. You check it and press send.



YOU'LL HAVE	A clear design for your booking assistant, and a decision on whether to build or buy
TIME	20 minutes

Every booking that arrives by email costs the same few minutes: read it, open the calendar, find a gap that fits, write back, wait, confirm. And then, too often, the customer doesn't turn up.

Reminders are the best-studied fix for that. A 2016 review in *BMJ Open* pooled 21 randomised studies of appointment reminders by text message, with more than 16,000 patients. People who got a reminder were **25% less likely to miss** their appointment (15% against 21%), and **more than one reminder worked better than one**. That research comes from healthcare, where no-shows have been measured best. It's the reason the last automation in this guide exists.

Request, calendar, offer, remind



Fig 1.1 Every booking request goes through the same four steps. Only your template sends

Your assistant does four jobs, built as two automations:

1. **Read:** work out what each email wants (a new booking, a yes to a time you offered, a change, a cancellation) and which service.
2. **Offer:** find up to three times in your calendar that are free and long enough, and draft a reply that offers them.
3. **Hold and confirm:** when the customer picks a time, check the calendar again, put the booking in, and draft the confirmation.
4. **Remind:** the day before, send the customer a short reminder you wrote once.

The first three happen in one automation, the request reader; the reminder is a second, short one. Changes and cancellations get a drafted holding reply and a label, and **you** move or delete the booking.

> THE GOLDEN RULE: AI DRAFTS, YOUR CALENDAR DECIDES, ONLY YOUR TEMPLATE SENDS
>
> Every message the AI writes waits in your drafts. The only email that goes out by itself is the day-before reminder: a fixed text you approved, filled with the name, service, date and time from your own calendar. No AI touches it.

Build it, or buy it?

If most of your customers would happily book online, a booking page may be all you need. What each option does well, at the time of writing:

OPTION	GOOD AT	WHERE IT FALLS SHORT FOR THIS JOB
Google Calendar appointment schedules	A booking page linked to your calendar, confirmation emails, no double bookings	Google says some features need an eligible paid Workspace or Google One plan. It doesn't help with the requests that still arrive by email
Booking platforms for salons and studios	Online booking, reminders by text, deposits, a customer list	A monthly fee, a commission per booking, or both. Your customers book on their system, in their layout
Scheduling links (Calendly and similar)	Fast to set up, good for meetings	Built for meetings rather than services of different lengths. No help with change requests by email
Build your own (this guide)	Answers the emails you already get, in your words, from your own calendar	About seven hours to build and test, and a paid Zapier plan

> WHEN BUYING IS THE BETTER CHOICE
>
> If most bookings already come in online, or you want deposits and text-message reminders, a booking platform is the better buy. Build your own when customers keep emailing anyway, your services take different lengths of time, or you'd rather not pay a commission on every booking.

PROMPT 1.1 · IS IT WORTH IT FOR ME? COPY · PASTE · FILL THE MARKED PARTS

```
My bookings in a typical week: about number in total, share of them by email or my contact form, the rest by phone or online.
Handling one email booking takes me about minutes minutes, back-and-forth included. About number customers a month don't turn up.
Estimate the time I'd save each week if every email request had a reply with free times waiting in my drafts,
and every customer got a reminder the day before. Then tell me honestly whether building this is worth it, or whether a booking platform suits me better.
```

WHAT NEXT

Get the full guide

You've read the first chapter. The full guide takes you through all 6 chapters of the build, step by step, with every prompt ready to copy and a checklist to work from.

02 **Set up in an hour**

A bookings calendar, your service card, one naming rule, four labels and a safety check, before any automation.

03 **Build 1: read the request, offer free times**

One automation reads every booking email, sorts it into one of four branches, and for a new request drafts a reply with up to three times that are really free.

04 **Build 1, continued: hold the time, confirm, handle changes**

When a customer picks a time, the calendar is checked again before anything is held. Changes and cancellations get a polite holding reply, and anything unusual comes to you.

05 **Build 2: reminders that cut no-shows**

A second, short Zap that emails every customer the day before, using a text you wrote once and the details from your own calendar. No AI in it.

06 **Test it, then run it safely**

Thirty test emails and a planted calendar before you switch anything on, what our four runs found, what it all costs in tasks, and the weekly habit that keeps it right.

SEE THE FULL GUIDE

neurova-ai.com/guides/first-ai-agent/booking-reminders/