

The dynamic between a customer and a function coordinator is a partnership. And like any collaboration, it requires clear, consistent, and respectful communication to thrive. While the preparation phases themselves often involve regular meetings and updates, the intervals between these phases are equally important. The way you communicate during these intervening times can determine the difference between a seamless planning process and a chaotic one. This article from the team at Kollysphere will lead you through how to communicate efficiently with your event coordinator between preparation phases.

The Gaps

The gaps between planning stages are not "inactive periods". They serve as chances for reflection, research, and decision-making. They are additionally times when issues can arise that must be handled before they escalate. If communication breaks down during these intervals, problems can fester, misunderstandings can expand, and the entire planning process can be derailed. Conversely, if communication remains strong between stages, the planning process stays on track, and potential concerns are caught and resolved early.

Best Practices for Communication Between Stages

The team suggests the subsequent optimal practices for communicating with your gathering planner between planning stages.

Set Expectations

At the outset of the planning process, settle on a communication timetable with your planner. How often will you check in? Every week? Bi-weekly? Monthly? What shape will these catch-ups take—electronic mail, phone call, or video meeting? Having a defined timetable makes certain that neither party feels neglected and that communication remains consistent.

Respect Their Time

Function coordinators are busy professionals. They often juggle several clients, suppliers, and timelines. When you communicate with them, be clear and brief. Come to the point. [Kollysphere Agency](#) If you have a question, ask it directly. Should you have a choice, state it clearly. Should you have a worry, articulate it precisely. Avoid long, rambling messages that bury the central point in a sea of text.

Be Responsive

Communication is a two-way street. If your coordinator sends you an email with a question or a request for approval, respond promptly. Do not keep them waiting for days or weeks. Delays in your responses can postpone the entire planning process, as your coordinator cannot move forward without your contribution. If you need time to think about something, recognize the message and give a timeframe for your answer.

The Appropriate Tool

Different types of communication are suited to various channels. The team suggests the subsequent guidelines: use email for official communications, documentation, and anything that needs a paper trail; use phone calls or video meetings for discussions that require back-and-forth dialogue; use instant messaging for rapid inquiries or urgent updates; and employ project management tools for duties, timetables, and document exchange.

The Human Touch

Lastly, keep in mind that your function coordinator is a human being who is working diligently to bring your vision to life. Be respectful of their time, their knowledge, and their efforts. Say thank you when they perform well. Acknowledge their input. A constructive, appreciative relationship makes the entire planning process more pleasurable and more triumphant for all parties.



Conclusion: Communication Is Key

To sum up, communicating efficiently [event management](#) [event company](#) [event organizer malaysia](#) with your gathering planner between planning stages is vital for a smooth, successful planning process. It calls for agreed schedules, clear and concise messages, prompt responses, appropriate channels, and mutual respect. Kollysphere's event coordination specialists has the experience, the systems, and the communication skills to guarantee that communication stays robust throughout the entire planning process.

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