



The connection between a customer and a function coordinator is a partnership. And like any partnership, it demands clear, consistent, and respectful communication to prosper. While the planning stages themselves frequently entail regular meetings and briefings, the gaps between these stages are equally important. How you communicate during these interim periods is able to make the difference between a fluid preparation process and a chaotic one. This resource brought to you by the team at Kollysphere will guide you through how to communicate efficiently with your event coordinator between preparation phases.

The Gaps

The intervals between preparation phases are not "dead time". They represent chances for reflection, exploration, and choice-making. They are also periods when concerns can surface that need to be addressed before they grow. If communication fails during these gaps, problems can fester, miscommunications can grow, and the entire planning process can be derailed. On the other hand, if communication remains strong between stages, the preparation process stays on course, and potential concerns are identified and settled early.

The Approach

Kollysphere recommends these best practices for liaising with your function coordinator between planning stages.



Agree on a Communication Schedule

At the start of the preparation process, agree on a communication schedule with your planner. How often will you check in? Weekly? Bi-weekly? Monthly? What form will these check-ins take—email, phone call, or video meeting? Possessing a fixed schedule guarantees that neither party feels neglected and that communication remains consistent.

Respect Their Time

Gathering planners are busy professionals. They often juggle several clients, suppliers, and timelines. When you communicate with them, be lucid and succinct. Get to the point. If you have a question, ask it straightforwardly. Should you have a choice, state it clearly. Should you have a worry, articulate it specifically. Refrain from lengthy, rambling messages that bury the central point in a sea of words.

Beyond Waiting

Communication is a reciprocal process. If your planner sends you an email with a question or a request for approval, respond promptly. Do not leave them waiting for days or weeks. Delays in your responses are able to delay the whole preparation process, since your coordinator is unable to proceed without your input. If you need time to think about something, [Kollysphere Events](#) acknowledge the message and give a timescale for your reply.

Beyond the Medium

Various types of communication are appropriate for different channels. Kollysphere advises the following guidelines: use email for official communications, documentation, and anything that needs a paper trail; use phone calls or video meetings for discussions that need back-and-forth dialogue; use instant messaging for quick

questions or urgent updates; and utilize project management applications for tasks, schedules, and document sharing.

Beyond the Transaction

Lastly, remember that your event coordinator is a human being who is working diligently to bring your vision to [event management](#) [event company](#) [event organizer malaysia](#) life. Be considerate of their time, their knowledge, and their efforts. Say thank you when they do a good job. Acknowledge their contributions. A positive, appreciative relationship makes the entire planning process more pleasurable and more triumphant for everyone.



Final Thoughts

Ultimately, communicating effectively with your event coordinator between planning stages is essential 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 possesses the experience, the methods, and the communication abilities to make certain that communication stays robust during the whole preparation journey.

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