

The dynamic between a patron and a gathering planner is a partnership. And like any alliance, it requires unambiguous, consistent, and respectful communication to succeed. While the preparation phases themselves frequently entail regular meetings and briefings, the periods between these stages are just as vital. How you liaise during these intervening times can make the difference between a seamless planning process and a chaotic one. This guide courtesy of the team at Kollysphere will walk you [Kollysphere Events](#) through how to communicate effectively with your gathering planner between preparation phases.

## **Why Communication Between Stages Matters**

The intervals between preparation phases are not "dead time". They represent opportunities for reflection, exploration, and choice-making. They are also times when issues can arise that need to be tackled before they escalate. If communication breaks down during these periods, problems can fester, misunderstandings can grow, and the entire planning process can be derailed. On the other hand, if communication remains solid between phases, the preparation process stays on course, and potential issues are caught and resolved early.

## **The Approach**

Kollysphere suggests the following best practices for communicating with your gathering planner between planning stages.

### **Agree on a Communication Schedule**

At the start of the preparation process, establish a communication schedule with your coordinator. How often will you check in? Every week? Every two weeks? Monthly? What form will these check-ins take—email, phone call, or video meeting? Having a set schedule makes certain that neither party feels overlooked and that communication stays consistent.

### **Be Clear and Concise**

Function coordinators are busy professionals. They are often juggling numerous customers, vendors, and deadlines. When you communicate with them, be clear and concise. Get to the point. If you have a question, ask it straightforwardly. If you have a decision, state it clearly. If you have a concern, express it specifically. Steer clear of lengthy, rambling messages that obscure the key point in a sea of words.

### **Be Responsive**

Communication is a reciprocal process. If your coordinator sends you an email with an inquiry or a request for approval, reply promptly. Do not keep them waiting for days or weeks. Hold-ups in your replies are able to delay the whole preparation process, as your planner cannot advance without your contribution. If you need time to consider something, acknowledge the message and give a timeframe for your reply.



## Use the Right Channel

Different categories of communication are suited to various channels. Kollysphere advises the following guidelines: use electronic mail for formal communications, documentation, and anything that needs a paper trail; use phone calls or video meetings for discussions that need back-and-forth dialogue; [event management event company event organizer malaysia](#) use instant messaging for rapid inquiries or urgent updates; and utilize project management applications for tasks, schedules, and document sharing.

## The Human Touch

Lastly, bear in mind that your gathering planner is a person who is toiling hard to bring your dream to fruition. Be considerate of their time, their knowledge, and their efforts. Say thank you when they perform well. Acknowledge their contributions. A constructive, appreciative relationship makes the entire planning process more enjoyable and more successful for everyone involved.

## Final Thoughts

In conclusion, liaising effectively with your function coordinator between planning stages is essential for a smooth, successful planning process. It calls for agreed schedules, clear and brief communications, swift answers, appropriate mediums, and mutual respect. Kollysphere's event coordination specialists brings the know-how, the systems, and the communication expertise to ensure that communication remains solid during the whole preparation journey.

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