

## Nine Tips for Effective Communication with Your Wedding Vendors

1. **Hire Your Wedding Vendors Wisely.** When you are interviewing your wedding vendors, pay attention to their communication style. Are their written and oral correspondence clear? Do you feel as if they are listening to you? You will communicate with your wedding vendors quite a bit, so it is vital for you to have a communication style that works with theirs.
2. **Don't Assume Anything.** Your wedding vendors are just getting to know you, so they are learning your communication style too. Be clear and thorough when you share your needs, wants, and ideas. And, be sure to follow up your calls with an email or text – You don't want to assume your vendors know what you are thinking.
3. **Set Up a Communication System. Create an e-mail account for wedding planning only.** You are going to get a lot of e-mail messages during your wedding planning, and you don't want your special message from your Aunt Hilda to get lost in your wedding e-mails.
4. **Set up project-specific folders within your e-mail account.** File the e-mail messages (from both your in-box and out-box) within the corresponding folder so that you can easily find them when needed.
5. **Follow-Up to Your Phone Calls with a Written Confirmation.** To ensure you and your wedding vendors are on the same page, send a quick e-mail message or a text after your call to re-cap your conversation. It doesn't have to be a long, drawn-out message, but you want to be sure that you are in agreement before too much time passes.
6. **Make Your E-Mails Count.** Instead of sending numerous daily e-mails to a wedding vendor, jot down all of your questions from the day. Then put your questions together in one email rather than sending six different emails addressing the same concern. *Now, this doesn't mean you shouldn't share as much information as possible!* Your wedding vendors just want to be sure that nothing gets lost in the shuffle of e-mails.
7. **Ask questions.** Wedding planning is a very large, very expensive project. You are well within your right to expect a clear understanding of all of the details.
8. **Be Visual/Share pictures.** The wedding industry is a creative business, so your vendors are most likely visual people. Rather than trying to explain your wedding flowers, find a similar picture in a magazine or on the web and share that with your floral designer instead.
9. **Save your difficult topics for face-to-face conversations.** E-mails can be easily misunderstood, *which makes any conversation difficult.* If you need to address a difficult topic, ask for a face-to-face conversation. If that is not an option, then use the telephone.

