

Vendor communication and coordination

This workflow automates vendor communication and coordination for wedding events, streamlining quote requests, contract management, and timeline synchronization to ensure seamless vendor collaboration and reduce planning overhead.

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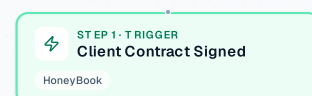


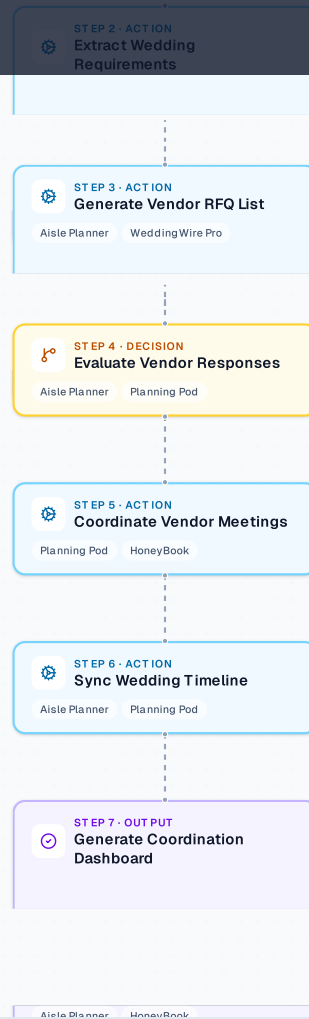
WORKFLOW TRIGGER

New wedding client contract signed in HoneyBook

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Client Contract Signed

A new wedding planning contract is signed and stored in HoneyBook. This initiates the vendor coordination process for the upcoming wedding.

2

 ACTION

Extract Wedding Requirements

Parse client contract and questionnaire to extract key wedding details including date, venue, guest count, budget allocations, and specific vendor service needs. Transfer this data to the planning system.

HoneyBook

Aisle Planner

3

 ACTION

Generate Vendor RFQ List

Create customized request-for-quote packages for each vendor category (catering, photography, florals, etc.) based on client requirements and budget. Send automated inquiry emails to pre-qualified vendors.

Aisle Planner

WeddingWire Pro

The Knot Pro

4

 DECISION

Evaluate Vendor Responses

Analyze incoming vendor quotes and availability confirmations. Route premium vendors meeting budget criteria to immediate booking track, while flagging over-budget or unavailable vendors for alternative sourcing.

Aisle Planner

Planning Pod

5

 ACTION

Coordinate Vendor Meetings

Schedule client consultations with qualified vendors based on availability and client preferences. Send calendar invites and preparation materials to all parties with venue and timing details.

Planning Pod

HoneyBook

6

 ACTION

Sync Wedding Timeline

Once vendors are selected, automatically update the master wedding timeline with vendor-specific setup requirements, delivery schedules, and coordination points. Share timeline with all confirmed vendors.

Aisle Planner

Planning Pod

7

 OUTPUT

Generate Coordination Dashboard

Create comprehensive vendor coordination dashboard showing confirmed vendors, pending contracts, timeline milestones, and communication history. Provide client and planner access with real-time updates.

Aisle Planner

HoneyBook



Outputs

- Qualified vendor shortlist with quotes

AI Business OS

- Coordinated vendor meeting schedule
- Master wedding timeline with vendor requirements
- Real-time vendor coordination dashboard



Key Metrics

- Vendor response rate
- Average time from inquiry to vendor confirmation
- Client satisfaction score with vendor selection
- Number of vendor coordination touchpoints automated



Tools & Integrations

- HoneyBook
- Aisle Planner
- Planning Pod
- WeddingWire Pro
- The Knot Pro

AI Business OS

Actionable AI implementation strategies for business leaders ready to transform their operations.

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