

# NEW NARRATIVE EVENTS

Celebration of Life Event Planning

Services Package 2024



We believe that every family deserves to have a trusted guide to lead them through planning one of life's most important events.

In 2016 we took this idea and dedicated our careers to helping families all over the world take an emotionally daunting task and transform it into a timeless tribute for the most important people in their lives.



# OUR STORY

The idea for New Narrative came to me in the Fall of 2016 after my Uncle Brett died. With my Event Planning background, I led my family through the planning process, at the expense of being present.

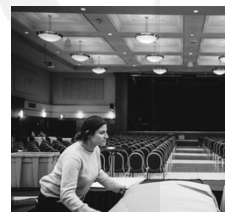
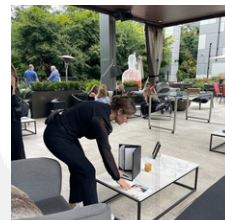
After his celebration of life event, I noticed an opportunity that was missing in both the funeral and event industries:

**An event planning company for families who wanted something different; something that didn't feel like the traditional funeral.**

Since 2016, our team has planned over 400 custom-tailored gatherings for families like yours.

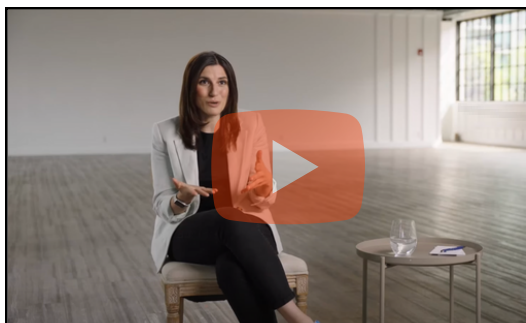
We are dedicated to creating a seamless experience for every client. We plan and prepare for events as if we are planning an event for our own family member.

You can be assured you are in good hands, with your best interests at heart.



Celebrations of life are not just *one* of the events we plan, they are the *only* events we plan.

Get to know us better:



**Introducing New Narrative: 2023**

*Click on the photo above to watch*



**73 Questions with New Narrative**

*Click on the photo above to watch*

# OUR VALUES

We are proud to use these four core values to guide us in planning each celebration of life event.



## QUALITY

We aim to provide best in class service every step of the way. From our first phone call to when the last guest leaves the event, we want you to feel like you have invested in a quality experience.



## CREATIVITY

We strive to learn as much as we can about your person to help create an experience that reflects them in every way. We enjoy suggesting creative ideas that can be adapted to fit the event vision.



## ACCESSIBILITY

Your guests and their experience are always at the forefront of our planning journey. We aim to help you include guests near and far, no matter where they are in the world.



## CARE

Each event is given the same care and compassion as if it was for our own family. We take your preferences and needs into account, ensuring everyone feels seen and heard.

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I couldn't have found a more professional, compassionate team anywhere and from the moment I signed on with New Narrative, I was able to shed the worry about the memorial.

Christina's team of professionals pulled off the memorial I was hoping for to celebrate my husband's life.

*Kim Hornsby*

# CORE SERVICES



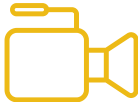
## EVENT PLANNING

Let us handle the specific details so you can be fully present to honour your person. Services range from day-of coordination to full-service event planning.



## AUDIO VISUAL MANAGEMENT

We take care of setting up and operating all of the audio-visual equipment to make sure all event elements look and sound their best.



## LIVE STREAMING

Allow us to create an inclusive and stress-free streaming experience. Guests can easily participate and attend, no matter where they are.



## CUSTOM SLIDESHOWS

Our team will create a custom-edited video with your curated photos and music of choice. *Approximately 10 - 13 minutes*



## EVENT CONSULTATIONS

Book a one-hour call to speak with our team about an upcoming event. We take your unique vision and tailor our guidance to fit your specific event needs.

## SERVICES CONTINUED...

### Invitation & RSVP Management

- Setting up an RSVP Site
- Invitation Design
- Email and invite management
- RSVP tracking
- Event reminders
- Thank you notes

### Streaming & Hybrid Services

- YouTube or Zoom Stream (based on ideal guest experience)
- One-Way or Two-Way Stream
- Assessment of venue AV
- On-site stream manager
- Virtual attendant to help guests

### People Management:

- Managing the involvement of family and friends who want to help before or on event day

### Vendor Recommendations

- Access to our network of trusted vendors, including:
- Venues in your desired location
  - Florists and greenery providers
  - Caterers & bartending teams
  - Audio-Visual Rentals
  - Musicians and performers
  - Rentals
  - Print shops and printing companies

### Event Preparation

- Event planning calls
- Custom floor plans
- Vendor communication

.....and much more

### Design Services

- Custom programs
- Memory cards
- Creative keepsakes
- Signage & enlargements

### Ceremony Management

- Emcee guidance
- Helpful PDFs for speakers
- Open microphone guidance
- Tips and best practices from over 400 events coordinated

### Day-Of Coordination

- We are the point-person
- Supervision of set-up
- Full presence on the day
- We are always the last to leave

# WORKING TOGETHER

## EVENT CONSULTATION & PROPOSAL

The first step is to schedule a consultation call for our team to understand your vision and for you to get to know us the planning process.

Following the call, allow us to create a proposal for you to review based on how we can best support you.

## EVENT PLANNING & PREPARATION

After the proposal is confirmed and a deposit is made, we schedule a planning session to discuss ideas and options, and review what the next few weeks will look like.

Our team becomes the main point of contact for all key vendors, leaving you space to focus on the important personal tasks.

## EVENT DAY

For the event, you will arrive at the designated time on the timeline that our team will prepare for you. Your planner will be the first to arrive and the last person to leave.

On event day, the only task on your list is to be fully present.

## AFTER THE EVENT

We can assist you with settling final invoices and uploading photos and recordings captured during your event. Once sent, these files can be shared and distributed amongst friends, family, and attendees.

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From the moment I met Christina, all through the process of working together up until the final result, she was friendly, professional, engaging and an all around great human who had my interests and the interests of my loved one front and centre.

*Laura McDiarmid*

# PLANNING PACKAGES

*Packages can be customized to fit your event's unique needs.*

## EVENT ADVISOR

1 Planning call (Virtual)  
Private Cloud Folder & planning workbook  
PDF guides, checklists, preferred vendor list  
4 hours of planning time\*  
6 hours on site

Starting at  
**\$1,850**

*Best for groups who have planned most of the details and need a trusted day-of coordinator.*

## THE TRUSTED GUIDE

3 planning calls (Virtual)  
Private cloud folder, workbook, checklists  
10 hours of planning time\*  
Memory Card and Program Design  
Up to 8 hours on site

Starting at  
**\$2,750**

*Best for groups with a vision and who need a guide to manage the many moving pieces.*

## SIDE BY SIDE PLANNING

4 planning calls or check-in meetings  
Private cloud folder & planning workbook  
Invitation and guest tracking assistance  
Budget tracking  
Professionally edited slideshow  
30 hours of planning time\*  
Up to 8 hours on site

Starting at  
**\$3,650**

*Best for groups who are early in the stages of planning and would like a hands-on event guide.*

## FULL SERVICE EVENT PLANNING

4+ planning calls or check-in meetings  
Private cloud folder & planning workbook  
Invitation and guest tracking assistance  
Custom planning roadmap and task reminders  
Budget and payment management  
Professionally edited slideshow  
50 hours of planning time\*  
Up to 10 hours on site

Starting at  
**\$5,000**

*Best for groups with complex event needs, such as custom installations, tenting, and multi-day events*

*\*Planning time includes planning-based tasks like custom event timelines, floor plans, coordinating and researching vendors, program design, pickups, etc. Packages can be upgraded at any time.*

# PACKAGE BREAKDOWN

	Event Advisor \$1850	Trusted Guide \$2750	Side By Side Planning \$3650	Full Service Planning \$5000
Event Planning Calls	1	3	4	4+
Number of Planning hours	5 hours	10 hours	30 hours	50 hours
Task reminders	-	2x month	Weekly	Weekly
Site visit at your selected venue	-	✓	✓	✓
RSVP & Invitation Management*	-	-	✓	✓
Event reminders for guests	-	-	✓	✓
Budget Tracking	-	-	✓	✓
Memory Card design*	-	✓	✓	✓
Program design*	-	✓	✓	✓
Professionally Edited Slideshow	-	-	✓	✓
Reception Slideshow	✓	✓	✓	✓
Basic Video Editing	✓	✓	✓	✓
Number of hours on site	6 hours	8 hours	8 hours	10+ hours
Event Assistant	-	-	✓	✓
<i>*may be required for more than 100 guests</i>				
Ceremony coordination	✓	✓	✓	✓
Audio and Video Management*	✓	✓	✓	✓

✓ indicates included in the package

\*Cost of supplies or additional rentals not included

## ALL PACKAGES INCLUDE:

- Dedicated event planner
- Initial event planning call
- Preferred vendor lists & rates
- Personalized planning workbook
- Private online cloud folder
- Email, phone, text support
- Ceremony planning support
- Templates and Checklists
- Helpful guides for speakers
- Audio-visual management
- Decor Accessories kit  
*Easels, Display Stands, Picture Frames*



# ADD ONS

Any of the listed items can be included at any point during the planning process.

*Please note that most of the items below need at least 3 business days' notice.*

## MEDIA AND VIDEO EDITING

Featured Slideshow	\$350 each <i>120 - 150 images set to your choice of music</i>
Additional Video Editing Time	\$75 / hour
Keepsake Ceremony Edit	\$250 for the ceremony capture
USBs with Event Files	\$50 each

## PRINTED MATERIALS

Custom Programs	Starting at \$200 / 100 cards
Custom Memory Cards	Starting at \$75 / 100 cards
Enlargements & Printing	<i>To be quoted based on printing needs</i>

## AUDIO VISUAL EQUIPMENT AND RENTALS

Videocamera + HD recorder	\$225 each (includes tripod & cabling)
PA speaker package	\$175 for 2 speakers, microphone, stand
Projector	Starting at \$150
LTE Hotspot	\$65 for dedicated high speed internet
Hybrid Event Technician	\$85 per hour <i>*technician may be required for hybrid setups</i>
Virtual Attendant	\$250
In-Person Assistant	\$350 per assistant <i>recommended for groups of 100+</i>

## OTHER PLANNING SERVICES

Additional planning call	\$150 / hour
Rental Deliveries and Pick Ups	Starting at \$100
Travel outside of Vancouver, BC	Starting at \$500 <i>to be quoted based on location</i>

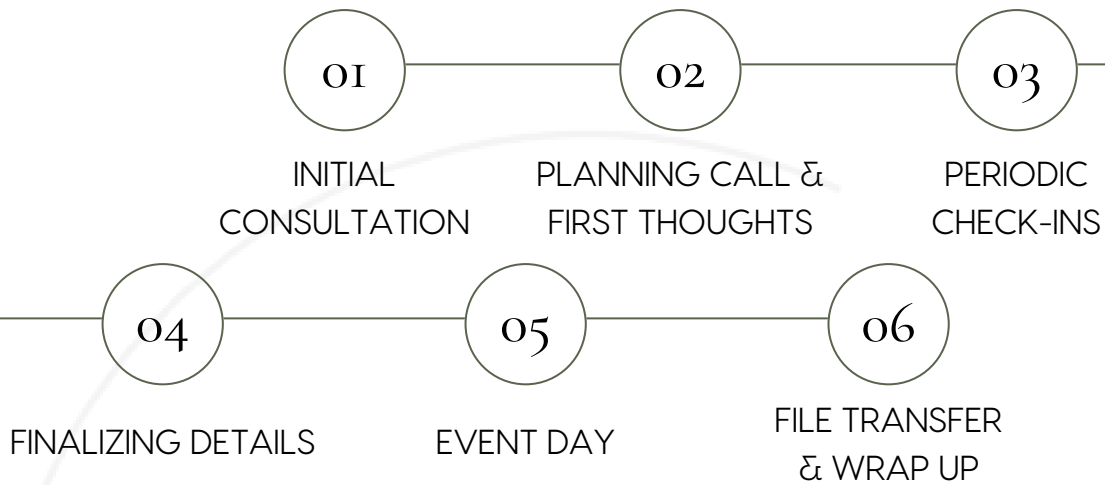
# HYBRID EVENT ADD ONS

Turn your in-person event into a hybrid experience to include your friends and family from all over the world.

<p><b>ONE - WAY LIVE STREAM</b></p> <p>Online guests can view &amp; chat only</p>	<p>Give friends and family a chance to watch the ceremony from the comfort of their own home via a virtual stream.</p> <p>This package includes:</p> <ul style="list-style-type: none"><li>• Private virtual streaming link</li><li>• 4K Camera for clear video stream</li><li>• On-site technician, delivery, setup</li><li>• Edited recording of the event</li></ul>	<p><b>\$1250</b></p> <p><i>Note: additional rentals may be required based on venue and needs</i></p>
<p><b>TWO - WAY LIVE STREAM</b></p> <p>Online guests can view, chat, and speak during the ceremony</p>	<p>Virtual guests the option to participate in the ceremony. A two-way feed allows for virtual attendees to</p> <p>This package includes:</p> <ul style="list-style-type: none"><li>• Zoom link for up to 500 guests</li><li>• One-hour technical rehearsal</li><li>• Dedicated virtual attendant</li><li>• 4K Camera for clear video stream</li><li>• 'Switcher' for clean transitions</li><li>• On-site technician, delivery, setup</li><li>• Edited recording of the event</li></ul>	<p><b>\$1850</b></p> <p>Revised quote to be provided upon venue selection</p>



# THE ROADMAP



## GETTING STARTED

It would be our honour to help create a fitting tribute for your person.  
Schedule a consultation and leave the rest to us.

[Click here to schedule a consultation](#)

Or reach out in one of the ways below:

Phone: +1 778 960 8782

Email: [info@newnarrative.ca](mailto:info@newnarrative.ca)

Website: [www.newnarrative.ca](http://www.newnarrative.ca)