



DELIGHTING IN *the details*

CARLEO EVENTS

WEDDINGS
SOCIAL EVENTS

RECEPTIONS
CORPORATE EVENTS

Katie Carleo | Event Director | 719.250.4313
carleoevents@gmail.com

Need help getting started? Carleo Events can help you find the best vendors and get the organization for your event in motion. This is often the hardest part of the planning process – so let a pro help you. There's nothing like getting off to the right start!

*Free
Consultation*

Planning Services

Partial Planning:

If you're in control of your event, but just need some planning assistance in specific areas Carleo Events is here to handle those details. We can organize any part of your event to help make your event run smoothly.

- Meet prior to event to organize needed assistance
- Organize specified vendors
- Follow up with vendors and site details
- Possible set-up and clean-up

Price per Contract Based on number of guests.

Day of Planning:

Need help coordinating the day of your event? Carleo Events is here to handle the stress and organization of the day of your event and let you enjoy the day.

- Meeting a month prior to event to go over details of event
- Contacting vendors to finalize details
- On site for day of event coordination

Starts at \$450 (Based on hours included)

Full Arrangement:

Let Carleo Events sweat the details and do all the work for you. We'll be there to set up all aspects of the event and make it all a wonderful experience.

- Choosing vendors
- Negotiating terms
- Design appointments with client
- Day of coordination
- Any other terms set in contract to help you enjoy your event

Price per Contract

Services Available

Audio Visual
Catering and Equipment
Centerpieces and Floral
Décor
Table Cloths and Napkins
Chair Covers
Flatware/ Glassware/ China
Invitations
Lighting
Staging
Wedding and Aisle Runners

Ceiling Draping

Canopy
Single \$430
Full \$510
Full Shimmer \$585

Linear
Single \$395
Full \$475
Full Shimmer \$540