

# THE ULTIMATE WEDDING RECEPTION GUIDE

INCLUDES 36 PAGES OF TIPS ON HOW TO PLAN YOUR DREAM WEDDING RECEPTION,  
PRINTABLE WORKSHEETS, TIMELINES AND DECOR INSPIRATION!

CREATED FOR YOU BY

**AK**  
**Productions**  
Wedding & Event DJ

# AK

## Productions

Wedding & Event DJ

THANK YOU FOR DOWNLOADING YOUR  
ULTIMATE RECEPTION PLANNING GUIDE!

THIS GUIDE WAS CREATED TO HELP COUPLES PLAN THEIR BEST  
PARTY. EVER.

HERE AT AK PRODUCTIONS, A SOUTHWESTERN ONTARIO DJ +  
ENTERTAINMENT COMPANY, WE HAVE THE HONOUR TO BE A PART OF  
OVER 200 WEDDINGS EACH YEAR. WE HAVE PROFESSIONAL  
EXPERIENCE TO NOT ONLY PROVIDE YOU WITH HIGH QUALITY DJ  
SERVICES BUT TO ALSO HELP YOU WITH YOUR DAY IN ANY WAY  
POSSIBLE.

SERVING YOU AND GIVING YOU YOUR BEST PARTY EVER IS OUR TOP  
GOAL!

INSIDE THIS GUIDE YOU WILL SEE IT IS FULL OF TIPS, TIMELINES,  
WORKSHEETS, RECOMMENDATIONS AND SO MUCH MORE!

HAVE FUN + START PLANNING!

*from the AK Productions team*



## ABOUT AK PRODUCTIONS

Here at AK Productions, we started out as a one-man-band 7 years ago then grew our team now includes 18 talented DJs with a wide range of music knowledge. That means, you get the PERFECT DJ that matches your music preferences! We sit down, go through your music preferences and pair you up with the best DJ for you. Wedding reception nights are very dynamic and the dancefloor is always changing. This is why we take the time to train our DJs to read the crowd.

If table 3 is singing along during dinner to 90s throwbacks, your DJ will pick up on that and be sure to throw in some Salt-N-Pepa and Backstreet Boys.

The AK Productions difference is our unique approach to event production. We DJ and

MC without the cheesy interaction skits, predetermined playlists or corny jokes. We want to make sure the night reflects your style, your taste and what you envision as perfect.

We aren't just DJs; we are here to help you every step of the way. We want to make your experience one that you can't get anywhere else!

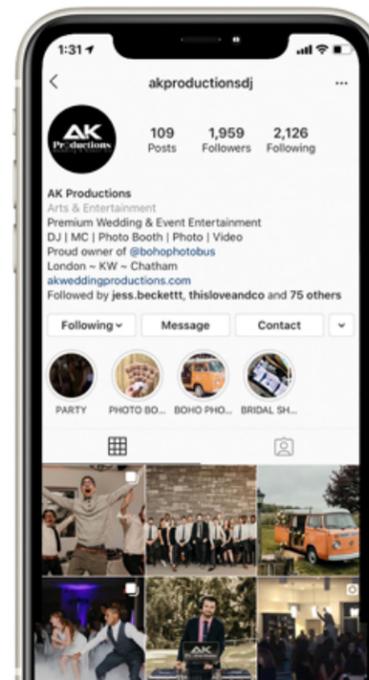
## LET'S GET THIS PARTY STARTED!

[www.akweddingproductions.com](http://www.akweddingproductions.com)

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# SONG SUGGESTIONS

We are here to help you every step of the way, from your song selection, schedule planning to general wedding . When choosing the specific songs for your special day, we highly recommend making selections that are sentimental to you and your significant other. The following list of songs is a reflection of popular hits, often used at previous weddings. We suggest you to choose songs that are meaningful to you and your significant other, but if you are stuck, this can help you choose a song in each of the required sections!

## GRAND ENTRANCE

Forever - Chris Brown

Bring Em Out - T.I.

Crazy In Love - Beyonce

You Make My Dreams Come True - Daryl Hall & John Oates

We Found Love - Rihanna Ft. Calvin Harris

## FIRST DANCE

Perfect - Ed Sheeran

And Then Some - Arkells

Speechless - Dan + Shay

Thinking Out Loud - Ed Sheeran

Beautiful Crazy - Luke Combs

Make You Feel My Love - Adele

## FATHER / DAUGHTER DANCE

I Loved Her First - Heartland

Dance With My Daughter - Jason Blaine

Over the Rainbow - Israel Kamakawiwo'ole

My Little Girl - Tim McGraw

Butterfly Kisses - Bob Carlisle

Daddy - Abby Anderson

## MOTHER / SON DANCE

My Wish - Rascal Flatts

Stand By Me - Ben E. King

A Song for Mama - Boyz II Men

Humble and Kind - Tim McGraw

Days Like This - Van Morrison



# SHOULD YOU HAVE A PHOTO BOOTH?

## HERE ARE 4 REASONS WHY YOU NEED A PHOTO BOOTH!

- 1 GETS THE PARTY STARTED**  
This is a great entertainment tool for your guests to transition from dinner to dancing/partying!
- 2 GREAT GIFT FAVOUR**  
Since your guests will receive an instant printed copy, it is a great memory for them to take home with them!
- 3 MORE MEMORIES + MORE FUN**  
You receive MORE photos from your night since your photographer can't stay until the party ends. We give you all of the digital copies from the photo booth!
- 4 ENTERTAINMENT FOR KIDS**  
If you are having kids at your wedding, LET ME TELL YOU, the photo booth WILL be used! Kids love taking home prints and using the props. Plus, there is a photo booth attendant on-site to keep everything in order.

### WHAT IS INCLUDED WHEN YOU BOOK A PHOTO BOOTH?

When you book a photo booth from AK Productions you receive 3 hours of photo booth time, unlimited prints, all of the digital copies sent to you, a custom template that will say your name, date, and include your wedding colours, fun props and an on-site attendant to manage everything so you don't need to worry about a single thing!



# HOW TO HAVE THE BEST. PARTY. EVER.



## **PICK A DJ COMPANY YOU CAN TRUST AND UNDERSTANDS YOU**

If you are reading this and HAVEN'T booked a DJ yet, this is very important. You should find a DJ company that best fits your music needs. Your DJ should understand which music you want to hear before the day of the wedding even begins - but they should also be able to read the crowd to see what music will work best at the right time. That way you can trust that people will be on the dance floor all night.

## **FILL OUT THE QUESTIONNAIRE THE DJ GIVES YOU WELL BEFORE YOUR WEDDING DAY**

Here at AK Productions, we have a questionnaire that you will fill out before your final consultation with your DJ. This will include what types of music you do and don't want to hear, along with the list of music for first dance, father/daughter dance, etc. This list is important because it allows for your DJ to do the behind the scenes preparation for your day. That way it gives the DJ an understanding of what you want to hear during the night.

## **GIVE OUT DANCING PROPS**

You're probably reading this thinking "what the heck is a dancing prop?" - Am I right? A dancing prop is something you can give your guests to use while they dance. For example, you could bring out balloons, beach balls, glow sticks, giant cut out photos of the bride and groom, blow horns, or what ever wild thing you want your guests to have! Having props makes your guests more inclined to be silly and dance!

## **DON'T HAVE TOO MANY OPTIONS FOR GUESTS TO DO**

Do you want your guests to be dancing all night long? If this is something you care about, here is why you shouldn't have too many options for your guests to do. If you have an outdoor wedding and want to have a bonfire when it gets dark, people will wander between the dance floor and the fire, making the dancefloor seem emptier. Anything that allows for your guests to leave the room will take away from the dancing portion. That's one of the benefits of having a photo booth It is still located in the same room, but also gives guests an alternative source of entertainment if they need a break from dancing.

# DJ SONG PREP PRINTABLE WORKSHEET

*created by AK Productions*

## ABOUT

This worksheet consists of all of the information/songs with which you should provide your DJ. AK Productions gives couples an online portal to log into to fill out a similar form which allows our DJs to keep all of your information in one place. However, you can print this worksheet off and keep notes of ideas that you have. If you hired another DJ company, you can also use this as a guide to keep your requests organized when sending over information to them.

## WEDDING PARTY ENTRANCE SONG(S)

## BRIDE + GROOM ENTRANCE SONG

## DINNER MUSIC GENRE PREFERENCE / REQUESTS

## BRIDE + GROOM FIRST DANCE SONG

## FATHER / DAUGHTER DANCE SONG

## MOTHER / SON DANCE SONG

## BOUQUET TOSS SONG

## GARTER TOSS SONG

## CAKE CUTTING

## DANCE MUSIC REQUESTS CAN BE AS SPECIFIC OR AS GENERAL AS YOU WANT

**YOUR MC HAS A VERY IMPORTANT JOB. THEY CARRY THE RESPONSIBILITY OF WELCOMING YOUR GUESTS TO THE RECEPTION PORTION OF YOUR DAY, INTRODUCING THE WEDDING PARTY BRIDE + GROOM WITH ENTHUSIASM, STARTING SPEECHES AND KEEPING THE SCHEDULE OF THE EVENING ON TIME.**

**THIS PERSON HAS TO HAVE CERTAIN QUALITIES TO FULFIL THE NEEDS OF THIS POSITION AND WE HAVE GIVEN YOU SOME KEY THINGS TO LOOK FOR WHEN YOU ARE PICKING YOUR MC.**

**THAT BEING SAID - AK PRODUCTIONS ALSO OFFERS YOU THE OPTION TO HAVE YOUR DJ BE THE MC AS WELL! SO IF YOU DON'T HAVE SOMEONE WHO IS COMFORTABLE SPEAKING IN FRONT OF CROWDS DURING YOUR DAY, WE CAN PROVIDE YOU WITH A DJ THAT DOES BOTH!**

## **THEY SHOULD BE CONFIDENT**

Your MC should be confident when speaking to a large group of people using a microphone. They should have a fun and strong presence but not take away from you as a couple, since it's obviously YOUR day!

## **THEY SHOULD KNOW YOU AS A COUPLE**

If you pick someone who knows you well, and you like and respect, they will be able to talk about your relationship naturally. The best is when your guests can hear funny stories of how your relationship formed. Maybe your MC will talk about his/her side of the story of how you first met, talk about a vacation you all went on, or maybe they're the friend that drops by every day just to say hi. But they will know you best!

## **LOOK FOR SOMEONE WHO IS HUMOROUS**

The position of MC is not just to announce what's next on the schedule, they can also be an entertainment aspect of your wedding day. The funnier they are, the more entertained your guests will be!

## **ARE THEY ORGANIZED?**

Like I mentioned before, they will be in charge of keeping you and your guests on task throughout the night. Your MC should be organized in being order to ensure grand entrance, reception games and speeches all start on time. Your photographer is only hired for a certain amount of hours. If your reception starts running late, your MC can keep everything moving so you don't need to ask the photographer to stay later.



# HOW TO PICK AN MC

# AK Productions

## Wedding & Event DJ

### PACKAGES

#### PARTY PACKAGE

6 Hours of DJ Services  
Wireless Microphones  
Professional Grade Sound System

#### RECEPTION PACKAGE

8 Hours of DJ Services  
Wireless Microphones  
Professional Grade Sound System  
4 Uplights  
2 LED Dance Floor Lights

#### WEDDING PACKAGE

10 Hours of DJ Services  
Wireless Microphones  
Professional Grade Sound System  
6 Uplights  
Ceremony Music  
Intelligent Dance Floor Lighting

Let us show you the  
**BEST. PARTY. EVER.**

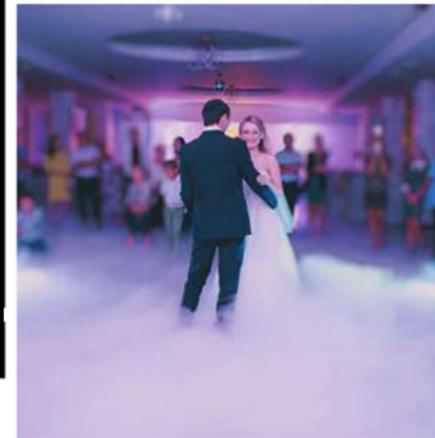
#### DIAMOND PACKAGE

12 Hours of DJ Services  
Wireless Microphones  
Professional Grade Sound System  
8 Uplights  
Ceremony Music  
2 TVs  
Totems  
Intelligent Dance Floor Lighting



[WWW.AKPRODUCTIONS.COM](http://WWW.AKPRODUCTIONS.COM)

#### PARTY ADD ONS

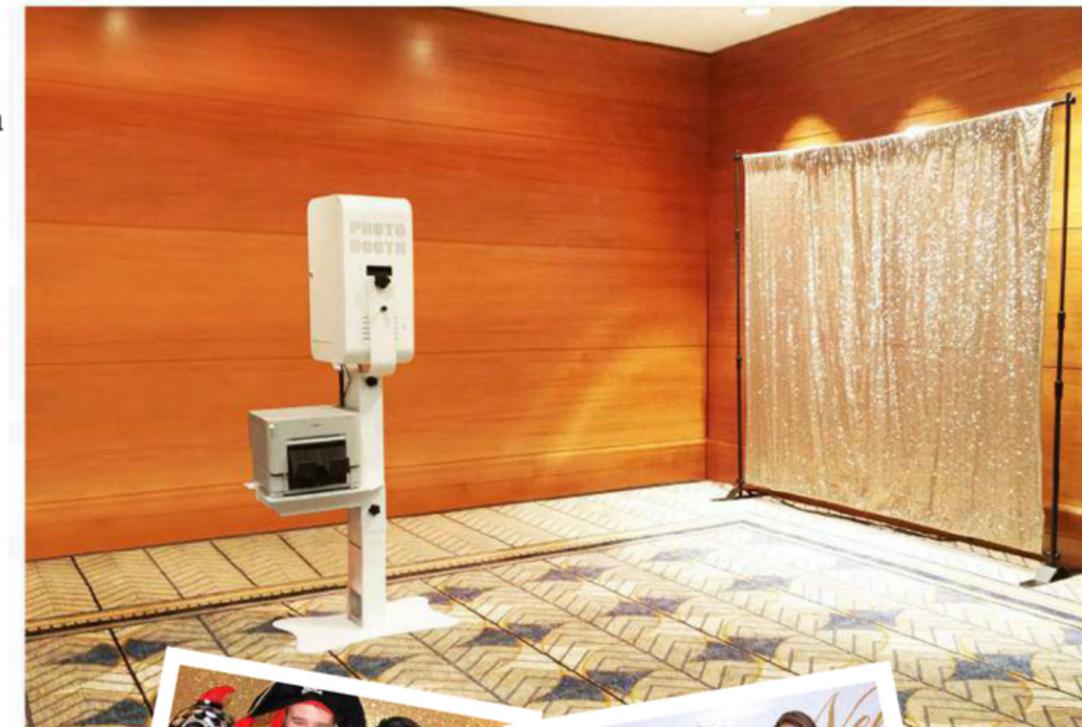


Dry Ice Fog Machine  
Full Venue Uplighting  
Marquee LOVE Letters  
Light Totems  
Spotlight Entrance  
Indoor Fireworks  
*Monogram Spotlight*



#### PHOTO BOOTH

Unlimited Prints  
Professional Grade Camera  
On Site Attendant  
Tons Of Quality Props  
Professional Grade Prints  
Online Digital Copies  
Endless Fun  
Memories For Guests To Take Home



# RECEPTION TIMELINE

## TRADITIONAL EXAMPLE

*created by AK Productions*

### ABOUT

We are calling this a traditional timeline because this is how MOST weddings are done. This does not mean you HAVE to follow this 100% because we also believe each wedding should be tailored to what YOU want. Just use this timeline as a guide to help you understand typical time limits and create your own.

### GRAND ENTRANCE 5 MINUTES

Once your guests have found their seat, your MC or DJ will announce the wedding party and bride + groom

### WELCOME SPEECH 5 MINUTES

After being seated from the grand entrance, the MC or DJ will need to welcome everyone for being there, lay down the ground rules and introduce the kissing game

### DINNER 45 MINUTES

The length of dinner is depending on the meal-service style you choose for your reception (buffet, family-style, traditional three-course dinner, etc.) but usually takes 45 minutes-1 hour.

### SPEECHES 45 MINUTES OR DO THIS IN BETWEEN COURSES

Try putting a time limit on the length of each speech. This will allow for you to stay on schedule and not have a speech that bores your guests. We recommend a 5-7 minute speech. You can have speeches consecutively or split them up between the apps, main course and dessert.

### CAKE CUTTING 5 MINUTES

Slip away after speeches, grab your photographer and CUT THE CAKE!

### FIRST DANCE 5 MINUTES

All eyes are on the two of you because this is the first dance as a married couple. Focus on your spouse and enjoy this special moment of your day.

### PARENT DANCES 10 MINUTES

If you are doing a father / daughter and mother / son dance, the best time to do this is right after the first dance .

### BOUQUET + GARTER TOSS 10 MINUTES

I recomend you do this later on in the night. Around 10pm-11pm. This will break up the night a little bit, give people an opportunity to get to the bar and be excited to take part!

### GRAND EXIT 10 MINUTES

Give your guests sparklers and have them lead you out to your car at the end of the night for a lasting farewell!

PS. WHEN YOU BOOK AK  
PRODUCTIONS AND IVY MAE  
PHOTOGRAPHY, YOU GET A  
**FREE**  
ENGAGEMENT SESSION!



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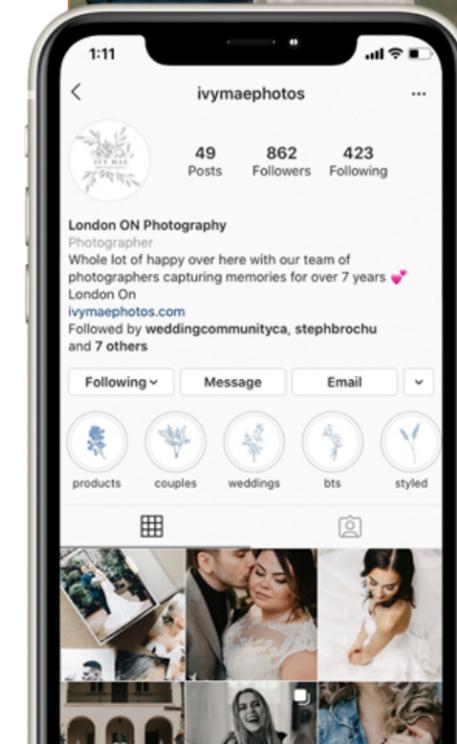
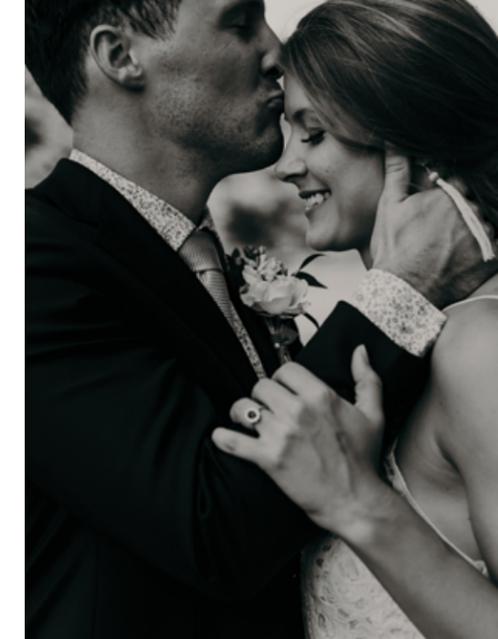
**WOAH!** CONGRATULATIONS! YOU'RE READING THIS BECAUSE YOU ARE PROBABLY SITTING DOWN RIGHT NOW DOING RESEARCH ON WHICH VENDORS YOU WANT FOR YOUR WEDDING DAY. WE ARE SO HONOURED TO BE CONSIDERED TO BE YOUR SUPER FUN PHOTOGRAPHER!

I SAY "WE" BECAUSE HERE AT IVY MAE PHOTOGRAPHY, WE ARE A TEAM OF 7 PHOTOGRAPHERS! YES! YOU READ THAT RIGHT! WE HAVE BANDED TOGETHER TO CREATE A COMPANY THAT YOU CAN TRUST!

OUR GOAL AS A TEAM IS TO CRAFT IMAGES THAT ARE TIMELESS, CREATIVE AND A GENUINE PORTRAYAL OF YOUR WEDDING DAY.

FROM YOUR EMOTIONAL GETTING READY PHOTOS, TO YOUR SPARKLER EXIT, WE CAPTURE EACH PHOTOGRAPH WITH IMPORTANCE FOR YOU TO LOOK BACK ON IN YEARS TO COME!

WE ALSO DON'T FOLLOW COOKIE-CUTTER TRADITIONS; WE WANT TO CREATE AN EXPERIENCE OF A FUN + ADVENTUROUS DAY FOR YOU TO REMEMBER. WE DO THIS BY TAILORING YOUR PHOTOGRAPHS TO YOUR LOVE STORY AND CREATING CANDID MOMENTS THAT MAKE YOU FEEL NATURAL.



EMAIL US TODAY AND LET'S GET YOU A FREE ENGAGEMENT SESSION!

# TIPS ON GIVING A BOMB SPEECH

## DON'T WING IT - HAVE NOTES

Attending 200 events a year, the biggest tip we can give is HAVE NOTES. Getting involved in the day, having a few drinks and then getting up in front of 100+ people can really hinder your ability to “wing” a speech. Be sure to have written notes of the key points you want to talk about to keep the speech flowing smoothly. Having notes instead of a fully written speech is also better because you're not hiding behind your paper.

## KNOW YOUR AUDIENCE

Be sure to know your audience before writing your speech. Is one side more reserved than the other? Is one side of the family going to disapprove of you talking about the bachelor party that was a little too wild (great memories though!). Is the majority of the audience older? Should you make a reference that best fits the age group attending? Just some thoughts to consider while writing!

## HOLD THE MIC PROPERLY

When you hold the mic properly, it is easier for the guests to hear you. This also allows for more control over the sound on the DJ's end because you're not moving it around all over your face. When you do this, the DJ must keep adjusting it as you speak.

## STAY WITHIN YOUR TIME LIMIT

This is pretty self explanatory - if you take up too much time, you will lose the attention of your audience and put your timeline behind.

## ADD THE RIGHT AMOUNT OF HUMOUR

Make your speech genuine, talk straight from the heart and add just the right amount of humour. Don't try to be a stand up comedian if you're not one - but definitely throw some humour into your speech to get a good laugh from the guests!



LET'S  
TALK ABOUT  
SPEECHES

# RECEPTION GAMES



**WE WANT TO ENTERTAIN OUR GUESTS, RIGHT? AND THERE ARE SOOO MANY OPTIONS THAT YOU CAN FIND ONLINE BUT HERE ARE SOME OF OUR FAVOURITES + ONES THAT GET THE BEST REACTION/INTERACTION!**

## **THE FAMOUS “SHOE GAME”**

This is by FAR the most popular game played at weddings because it can be freakin’ hilarious depending on what kinds of questions you get asked. Plus every guest loves it because they can just watch and be entertained. This game consists of each spouse holding one of their own shoes and one of their partners. Your MC will read off questions and you must answer them by lifting the shoe the question most relates to. Since this is the most popular game, we have created a worksheet for you to print off and use at your wedding on the next page!

## **THE KISSING DICE**

Most venues won’t let you clink glasses any more to get the bride and groom to kiss. So this is a great alternative and a super easy DIY if you wanted! In the kissing dice game, the guests come up to the MC, toss 1-2 giant dice and the bride/groom must respond to the action of the number rolled.

For example:

Roll a 1 - Bride + Groom Kiss

Roll a 2 - Guest Must Kiss Another Guest

Roll a 3 - Show The Bride + Groom How You Want Them To Kiss

Roll a 4 - Roll Again

Roll a 5 - Selfie Kiss a Guest

Roll a 6 - Bride + Groom Must Kiss Another Guest

ETC.

## **BRIDE + GROOM TRIVIA**

If you are having a buffet dinner, this one is for you! Instead of having your MC call up each table by number, have your guests play trivia - which ever table answers first gets to go up and get their food. For example, the MC would ask - What did the bride and groom do on their first date? Then the table can yell the answer out or you can give them all white boards and they need to write it down and show it for it to count as an answer! This doesn’t have to be just for dinner, you can use this as a fun game to play in between courses as well!

# PRINTABLE WORKSHEET

PHOTO BY MARIA DENOMME PHOTOGRAPHY

**WE HAVE CREATED A PRINTABLE WORKSHEET FOR YOU TO HAVE SO YOU DON'T NEED TO LOOK ANY FURTHER FOR HELP. JUST PRINT THIS OUT AND GIVE IT YOUR MC TO USE VERBATIM OR AS A GUIDE TO CREATE YOUR OWN!**

## THE SHOE GAME PRINTABLE WORKSHEET

*created by AK Productions*

### INSTRUCTIONS

Have the bride and groom take off their shoes. Make sure each of them is holding one of their own shoes and one of their partners. Have the bride and groom sit back to back in chairs so they can't see each others answers.

Once they are in place, you as the MC/Instructor will explain the game to the guests.

You will start reading off questions for the bride and groom to listen to. Once they hear the question they must raise the shoe that best represents the question.

For example, you can ask "Who is a better driver?"

The bride and groom will both think of who is the better driver, then raise the shoe of who their answer is.

Will they have the same answers? Different? That's the fun of the game!

### QUESTIONS TO ASK THE COUPLE

Who made the first move?

Who paid on the first date?

Who was the first to declare their love?

Who's more romantic?

Who plans more elaborate date nights?

Who wears the pants in the relationship?

Who's the best driver?

Who snores louder?

Who's more likely to max out their credit card?

Who is more stubborn?

Who's the better shower singer?

Who has the best style?

End it with: Who do you love the most ?

# BRIDE + GROOM TRIVIA

## PRINTABLE WORKSHEET

*created by AK Productions*

### INSTRUCTIONS

Fill out the answers to the questions below. prior to your wedding day.

Your MC will read off the questions and each table will need to guess the right answer.

First table to yell it out or write it on a white board first will WIN!

### QUESTIONS TO ANSWER

|                             |  |  |
|-----------------------------|--|--|
| Where was their first date? | What are both of their middle names?       | How many pets do they have?<br>What are their names? |
| Where did they first meet?  | Where did they go on their first vacation? | Where are they going for their honeymoon?            |
| How did he propose?         | Who said "I Love You" first?               | How long have they been dating?                      |



# PRINTABLE WORKSHEET CONTINUED



## RESTORED 1975 VW BUS TURNED INTO A PHOTO BOOTH FOR OUTDOOR EVENTS!

Let your guests not only experience your wedding day, but be able to take home all of the memories for themselves to have forever! You can have Meadow for a minimum of 3 hours, with unlimited prints + all of the digital copies sent to you for easy sharing.

You get to pick from our variety of templates then be able to customize it to match your wedding theme with your name, date + any other fun add ons you'd like on it!

### PHOTO BOOTH PERKS

Renting this VW bus is perfect to stand out and get your guests up and moving for cocktail hour, or during the party!



Unlimited Prints



Online Digital Copies



On-Site Attendant



Quality Props



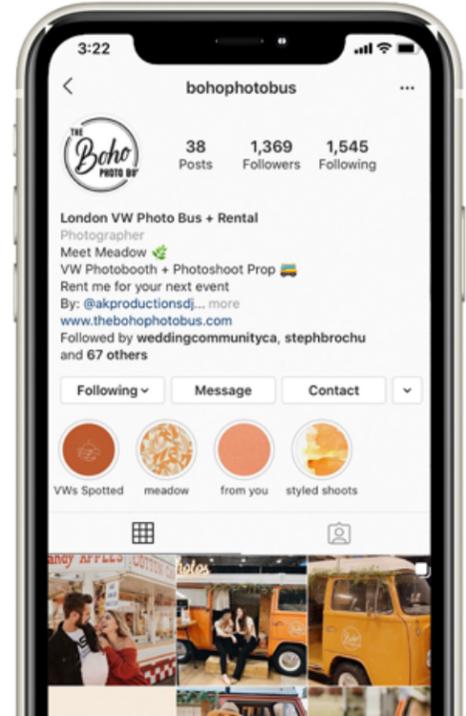
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check out the boho bus on Instagram!  
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PACKAGES STARTING AT \$995 FOR 3 HOURS

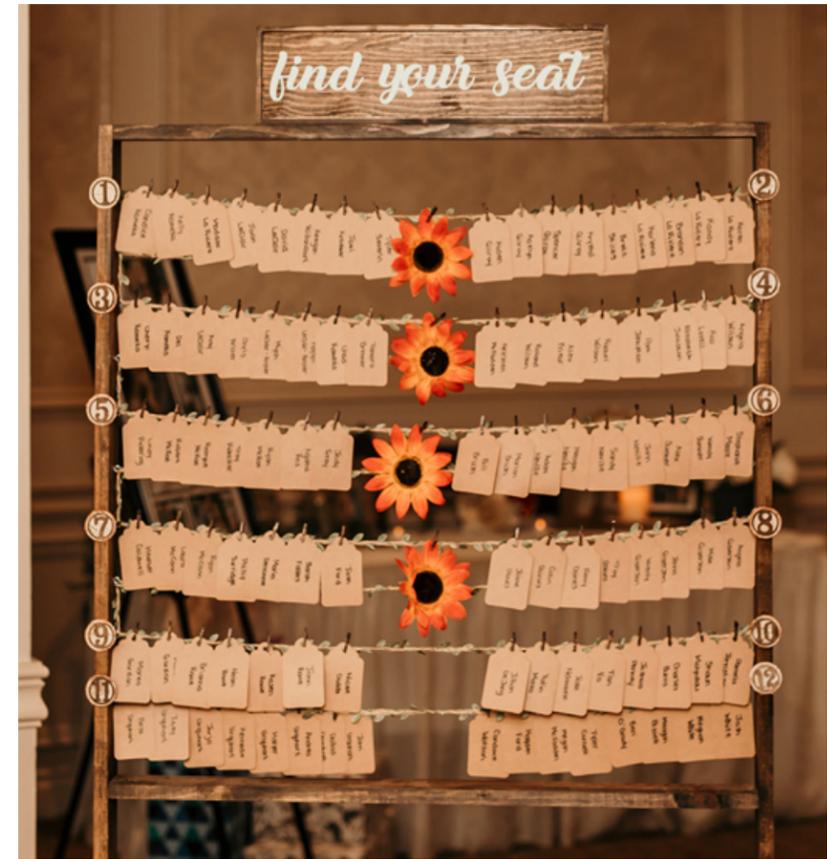




# WARM FALL ROMANTIC

Mrs Mrs  
Lakimere

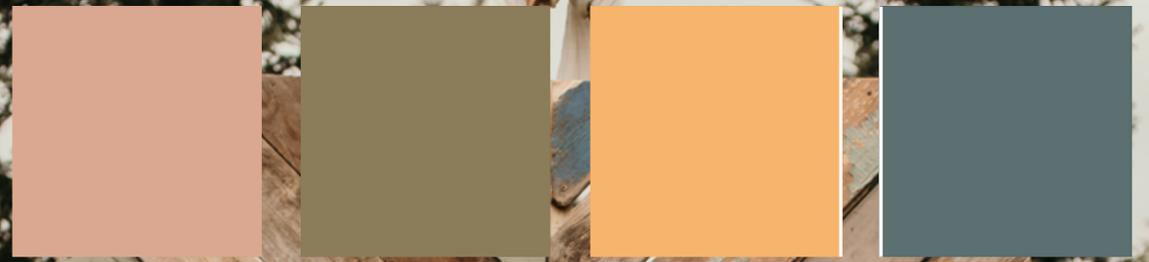
PHOTOGRAPHER - MARIA DENOMME PHOTOGRAPHY  
VENUE - HIGHLAND COUNTRY CLUB  
FLORIST - BURKE FLOWERS  
CAKE - MARGARET LOPEZ  
DECOR - TURNING ORDINARY TO EXTRAORDINARY





# RUSTIC BOHO FUN

PHOTOGRAPHER - MARIA DENOMME PHOTOGRAPHY  
VENUE- FOUR WINDS BARN  
CATERER - SCOTT SAUNDERS ROLLIN ROASTER  
FLORALS- FRESH PETALS FLORAL SHOP  
CAKE- CAKES BY LEXIE



# BOHO UNIQUE ARTSY

PHOTOGRAPHER - MARIA DENOMME PHOTOGRAPHY  
VENUE - ERIN ESTATE  
DECOR - CATHERINE GORRILL  
FLORALS - REENA RAY STACKARUK  
CAKE- BETH GRIFFIN  
DONUTS - MAGNOLIA BAKERY



# THE BEST WAY TO THANK YOUR VENDORS

## LEAVE THEM A GLOWING REVIEW

YUP. It's that easy!

Writing all of your talented vendors a positive review after your wedding is the BEST compliment we could ever receive. It helps us get more quality business like yourself, and also gives us the gratification of knowing all of the behind the scenes planning/work worked to help you love your wedding day!

## POST PHOTOS AND TAG YOUR VENDORS

When you get your photos back from your photographer, it's obvious that you would tag them because they took the beautiful shot. But what about the other vendors? Even if the vendors product/service wasn't in the photo, we still want to see how your photos look, how the rest of the day was and to be a part of the memories after the day is over. So, why not tag your baker, planner, venue, DJ, hair stylist, makeup artist, the shop you bought your dress from and any other person that was a part of your day! Just a simple tag goes a long way!

## SEND THEM A THANK YOU CARD

Who doesn't like getting mail? We actually LOVE it!

At the back of our AK Productions office, we keep a wall of thank you cards because we value those kind words you have hand written for us. It's a daily reminder of why we love doing what we're doing!

## LASTLY, REFER THEM

Small businesses and even big corporations live off of referrals. If you think that your vendor did a great job and one of your friends just got engaged - send them over a quick text with the vendors you used. It will help your friend avoid tons of research, especially if they book a consult and they vibe with each other. Then BAM, your friend doesn't have to look any further. Planning a wedding can be overwhelming so any type of help is good help!