**How to request new hymns from John Wilkinson**

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This is quite straightforward.

1. Check the hymn you want isn't already available on our system – see the latest hymn video list.

2. Assuming it isn't, then check we have an audio recording of the hymn you want. There are 4 CDs of hymns available for each of the two hymns books - 8 CDs in all – see lists.

3. John Wilkinson needs both the audio recording as well as the words and credits in order to make up each new hymn video. So...

4. Download the recording. I have all of them downloaded onto my laptop already. You can do this too, but it takes up space/memory, so you may prefer not to. Another option is to borrow the relevant CDs (in vestry) and download the tracks you want as you need them.

4. Type up the words – see sample to show how you name the hymn, type the words, and add the credits. John will simply copy and paste these into his video programme, so they need to accurate!  A word file is ideal. I also use the style of the purple hymn book (minimal use of caps) throughout for consistency (and because I have an aversion to unnecessary capitals!)

5. Send both the audio and word files to John. If it's just one hymn, you can probably send them as attachments. Any more and you'll need to use WeTransfer.