Planner to design center workflow

*The planner sends the budget to the design center by the appointed time via the appropriate Teams channel. A budget is meant to supplement the paper's wiki. The designer refers to both documents to put the edition together. For an example of a good budget for each paper, refer to each paper's [how-to guide](#).

*If you have special instructions about what photo you want used prominently, if you want multiple photos used on the front, or if a photo was intended for digital use only, you should detail that in the **budget**. Avoid using the package instructions to convey information.

*At the time the budget is filed, the local stories should also be "sent to print" in Presto to allow the designers to start working, even if the file is empty. **Editors will need to send the story to print again after marking it #r4p when the newsroom is done editing the story.**

*By the content deadline, the planner opens CUE to make sure all the local stories are in the right place. **If the content deadline is after your shift ends, you may skip this step.**

*If any changes happen past the content deadline, tag the designer and communicate it in the budget thread on Teams. **Changes are allowed only in very limited circumstances as outlined in the expectations contract.**

Making copies from another paper

*If a paper is picking up any story from another paper, the planner needs to [make a copy of the story in CUE](#) and move it into the appropriate paper channel and change any other property information, as needed, including the pub date.

*Pick-ups will be easier if we change our slugging convention so the first part of the slug matches the Cue code for the paper.

*The exception for making copies is if you are picking up the layout of an article from another paper. If doing this make a note on your budget such as THIS PAGE CAN PICK UP DIRECTLY INTO XXXX, AND WE'LL ONLY SWAP OUT ONE STORY or PICK UP CP DESIGN FROM PROJO on 7/8

Using wire content

*For the daily papers, they are not to send wire content (with a few exceptions) to CUE. If there is a state AP wire story that they want picked up, they can note it on their budgets.

*The exceptions for daily papers is they pull State House News Service in Massachusetts.

*For the **weeklies** in New Hampshire, they need to pull their own AP wire stories and send it to CUE.

*For Wicked Local, USAT has a wire for non-dailies where 10 stories are chosen every night that the planners can pick from to fill space. These papers do not have access to AP. Wicked Local should pick the stories that come from Tribune News Service. They can also ask for pickups from the dailies local-produced stories and do not need to make a copy in CUE for it but can just request on the budget.