**MY HARD DRIVE FOLDER STRUCTURE**

HARD DRIVE 1

* YEAR
  + WEDDINGS
    - 20XX\_XX\_XX BRIDE & GROOM NAME WEDDING (\*\*keep a template copy so you can copy paste this each time instead of creating the folders & typing out all the names each time!)
      * RAW
        + Manali RAW
        + Second Shooter RAW
      * CULLED
      * BLOGGED
      * EDITED
        + 1. Details
        + 2. Bride Getting Ready
        + 3. Groom Getting Ready
        + 4. Bride & Groom Portraits
        + 5. Bridal Party
        + 6. Family Formals
        + 7. Ceremony
        + 8. Cocktail Hour & Reception Décor
        + 9. Reception Events
        + 10. Reception Candids
  + PORTRAITS
    - 20XX\_XX\_YY Indidvidual’s Name
      * RAW
      * CULL
      * BLOG
      * EDITED
  + COUPLES
    - 20XX\_XX\_YY Couples’ Name
      * RAW
      * CULL
      * BLOG
      * EDITED
  + PORTFOLIO
    - Weddings
    - Couples
    - Seniors

\*\* I always have a secondary hard drive that is a DIRECT COPY of this hard drive and any files on it so that just in case one corrupts, I still have all the images on the other! I also will keep one of these hard drives backed up to Backblaze in the cloud just in BOTH hard drives crash or are damaged for any reason!