**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!