Client: This is the main Client folder for the hierarchy tree based on ownership of the recording. This could be a Content Owner or Artist. If the client folder is a label, all artists under this label would be contained in this client folder.
Suggested naming convention: Client Name

Artist: This Artist folder would contain all subsequent folders and files regarding all projects associated with this artist. It is recommended to use the full artist name to title this folder.
Suggested naming convention: Full Artist Name

Project: The Project folder would reside within the Artist folder. There would be a separate Project folder for each project of that artist. (For example: an album project, a live recording project, a surround mix project, etc.). If a project has multiple producers, then create a separate Project folder (within the Artist folder) for each producer of a project and labeled accordingly.
Suggested naming convention: Project Title_Producer

Multitracks: This folder is the parent Multitrack folder. Each Project folder would contain a Multitrack folder.
Suggested naming convention: Multitracks

Song Title: The Multitracks folder would contain a folder for each Song Title of the project. The Song Title folder would contain the DAW multitrack for that song.
Suggested naming convention: Artist Initials_Song Title

Song Version (not pictured in chart A): This is an optional folder and used only if a Song Title has more than one recorded version of a song for the project (e.g. explicit and non-explicit). All multitrack files pertaining to each version of the song should be contained within its own version folder. These folders would be contained within the Song Title folder.
Suggested naming convention:
Artist Initials_Song Title_Version Name

DAW Multitrack: This folder would contain the DAW Multitrack session file and audio.
Suggested naming convention:
*ArtistInitials_SongTitle_DAWPlatformVersionMT(multitrack)_*
SampleRateBitDepth_Date

Source Files: Contained within the Song Title folder, this folder would contain the original files from an outside source that are imported into the DAW Multitrack folder. This would include source files received for the project, tuned vocal files, overdubs from outside sources, etc. While this folder might contain duplicate files of the DAW Multitrack folder it would retain them in their original format.
Suggested naming convention: Source Files

Exported Files: This folder would contain Exported Files or sessions specifically set up for vocal tuning, musicians to use for overdubs, etc. These could be stem sessions with a click, specialized track mix stem, and vocal stem. This would allow you to keep these sessions in case they're needed for future use.
Suggested naming convention: Exported Files

Consolidated Multitrack Delivery: Once the project is finished, delivery of the consolidated multitrack Master files maybe requested by the Content Owner. Those consolidated Master multitrack sessions/audio files would be placed in this folder.
Suggested naming convention:
*ArtistInitials_SongTitle_DAWPlatform(&)Version(&)MT(multitrack)_*
SampleRateBitDepth_Date

Mixes: This folder would contain all versions of the master mixes for the project organized by mix version and type of mix.
Suggested naming convention: Mixes

Reference Mixes: This folder would contain any Reference Mix that you print. It is suggested that all Reference Mixes sent to the client and artist are kept in case they're needed for future reference.
Suggested naming convention: Reference Mixes

Master Mixes: This folder would contain all Master Mix versions and all recall mix versions. Mixes would be separated into folders by version type such as Master Mix, Vocal Up, No Lead Vocal, and Instrumental. Master Mixes should be organized into folders as to version type such as Master Mixes, Vocal Up, Instrumental etc.
Suggested naming convention: Master Mixes

Final Mixes: This folder would contain all of the approved mixes and final stems for delivery of all the project's songs.
Suggested naming convention: Final Mixes

Approved Mixes: This folder would contain only those mixes approved by the client for mastering or release. These Approved Mixes would be duplicated from the Master Mixes folder. This folder makes it easy for the mastering engineer to easily locate and identify the approved mixes that are to be mastered.
Suggested naming convention: Approved Mixes

Stems: This folder would contain any stem audio or stem multitrack sessions created from a Master Mix that is delivered to the client.
Suggested naming convention: Stems

Mastered Mixes: This folder contains all mastered mix files from the mastering engineer organized by file format. Subfolders should be created within the Mastered Mixes folder to accommodate file formats such as "Hi Res," "CD," "Vinyl," "MFiT," "Video," etc.
Suggested naming convention: Mastered Mixes

Hi Res: This folder contains the Hi Res mastered files. 96k 24 bit or higher is recommended if the project has been recorded and mixed at 96k 24 bit or higher resolution. Mastered files should retain original mix resolution.

CD: This folder contains the 44.1k 16 bit DDP file or CD audio files.

Vinyl: This folder contains the audio files used to create the vinyl master. 96k 24 bit or higher is recommended.

MFIT: This folder contains the Mastered For iTunes audio files.

Video: This folder contains audio that is compliant for video delivery (e.g. 48k 24 bit audio files)

Project Metadata/Documentation: This folder would contain any Documentation for the project, including possible additional sub-folders.
Suggested naming convention: Documentation

Recording Documents And Notes: Including but not limited to, notes for equipment used, signal path, photos of mic setup and location, vocal chain documentation, etc.

Mixing Documents And Notes: Including but not limited to, mixing recall/setup information, client mix notes, etc.

Credits And Other Metadata: This would contain Metadata documentation for each song and for the overall project, including the performers, producers, engineers, musicians, songwriters, etc. This folder would also contain any codes such as ISRC, ISNI, UPC, etc., associated with the project.