

File naming & Folder structure rules:

Basic rules for filenames and folders

- Use only English language in folders and filenames. Exceptions are ex. names, company name, product names, trademarks.
- Use the underscore (_) as element delimiter and the dash (-) as word delimiter. Do not use spaces or other characters such as: ! # \$ % & ' @ ^ ` ~ + , . ; =) (
- Do not use Scandinavian characters (e.g. å ä ö) in file names.
- Use date format YYYYMMDD ex. 20120101 (2012-01-01). Use date at beginning of the filename. Use only in files that are relevant in time usage ex. draft files to the customer.
- Use "case" version numbering if needed ex. file-name_v1. Use file version number at end of the filename ex. file-name_v01-001. Always start file version numbering with zero.
- Use description word if needed in filename ex. web-layout_v1-draft-001.XXX.
- In examples (#) mark means numbering and XXX means file extension.
- More info about file naming and folder structures from www.niittymaa.com

Folder Structure

making-of

// eg. screenshots, etc.

project-management

// eg. schedules, contact, naming conventions, etc.

pre-production

- story
 - // eg. screenplay, treatment, synopsis, summary
- storyboard
 - // eg. project-name_storyboard_v##.xxx
- concept-art
 - characters
 - references
 - props
 - references
 - locations
 - references
- previsualization
 - scenes
 - // eg. shot-###_scene-### or scene-###_v##
- edit
 - audio
 - compositing

production

- assets
 - characters
 - character-x
 - textures
 - // eg. character-x_v##-###.xxx
 - // eg. character-x_final.xxx
 - locations
 - street
 - textures
 - // eg. street_v##-###.xxx
 - // eg. street_final.xxx
 - props
 - hammer_v01-001
 - textures
 - // eg. hammer_v##-###.xxx
 - // eg. hammer_final.xxx
- animation
 - scene_###

post-production

- audio
- compositing

renders

- previsualization
- production
- storyboard
- tests