# Calendar Large Event Template

The Large Event Template is to be used in the Events Calendar for large scale events involving multiple units. The Template can be adjusted as needed by adding or removing Command Staff positions and Response Units. Please copy and paste into a new event on the calendar; event name: Command 1

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| **Crew Instructions** |
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| **Attachments** |
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| **Command Staff** | | | | |
| **Position** | **Name** | **Mobile** | **Radio** | **Unit** |
| Operations Supervisor |  |  |  |  |
| Communications |  |  |  |  |
| Logistics |  |  |  |  |
| Dispatcher |  |  |  |  |

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| **Crew Assignments** | | | | | |
| **Call Sign/Time** | **Names** | | **Mobile** | **Radio** | **Unit/Size** |
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| **Administration** | | | | | |
| **Booked by** | |  | | | |
| **Date** | |  | | | |
| **Event Contact Information** | |  | | | |
| **Operations Order Complete** | |  | | | |
| **Operations Plans Complete** | |  | | | |
| **Completion Report Sent** | |  | | | |