# Calendar Small Event Template

The small event template is to be used for smaller events involving minimal deployed units and crew. The template can be adjusted needed by adding or removing personnel and/or units. Please copy and paste into a new event on the calendar.

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| **Crew Instructions** |
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| **Attachments** |
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| **Event Details** | | |
| **Event Name** |  | |
| **Event Date** |  | |
| **Call Sign** |  | **Phone Number** |
| **Assigned Unit Number** |  |  |
| **Muster Time** |  | |
| **On Scene Time** |  | |
| **Clear Scene** |  | |
| **End Time** |  | **Phone Numbers** |
| **Onsite Contact** |  |  |
| **NA Supervisor** |  |  |
| **Paramedic** |  |  |
| **EMT** |  |  |
| **EMT** |  |  |

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| **Administration** | |
| **Booked by** |  |
| **Date** |  |
| **Event Contact Information** |  |
| **Operations Order Complete** |  |
| **Completion Report Sent** |  |