

BUTLER ARTS & EVENTS CENTER

Scheduling Events for Academic Year 2020-2021

The Butler Arts & Events Center has begun scheduling events for the 2020 – 2021 academic year (August 10, 2020 – May 1, 2021).

Based on the established all-campus event dates, the Events Management team will work with the identified groups below to provide access to schedule events and assign spaces based on established University scheduling procedures. The scheduling timeline is as follows:

February 3	Board of Trustees
February 10	Boards of Visitors & Deans Advisory Council
February 17	Admission new student recruitment events and New Student Registration
February 24	Founder's Week, Alumni Board, and Parent Council
March 2	Academic events for course credit (course number required)
March 9	Named Speaker or Lecture Series
March 16	Annual University Advancement and Athletics donor events

March 30 Student organizations schedule major student events via online scheduling (EMS portal is open from 5 PM – midnight for student organizations to submit requests)

April 3 Faculty, Staff, and Students begin scheduling all other events via online scheduling

April 15 Booking opens for Butler Arts Collaborative groups and external clients

Classroom space is open for booking prior to the start of each semester; however, Registration & Records will bump existing reservations as needed for class placement. Departments should not advertise locations for meetings and events in academic space until after the appropriate drop/add period. Reviewing the [Academic Calendar](#) prior to requesting classroom space is best practice.

All-Campus Events

Events may not be scheduled on the dates of all-campus events without permission from the Office of University Events in consultation with the sponsoring division. Campus resources are prioritized to support all-campus events during these times.

Welcome Week & BITS: Saturday, August 22 - Saturday, August 29, 2020

Homecoming: Friday, September 25 - Saturday, September 26, 2020

Family Weekend: Friday, October 2 - Sunday, October 4, 2020

Honors & Scholars Weekend: Friday, April 9 - Saturday, April 10, 2021
Undergraduate Research Conference and Scholarship Celebration

Commencement: Friday, December 18, 2020 and Saturday, May 1 - Saturday, May 8, 2021

Board of Trustees Meetings

Campus resources are prioritized to support the Board meetings.

Thursday, October 1 - Friday, October 2, 2020

Thursday, June 3 - Friday, June 4, 2021

Please contact the BAEC at ext. 9352 or email BUevents@butler.edu with any questions.