

BUTLER ARTS & EVENTS CENTER

Scheduling Events for Academic Year 2023-2024

The Butler Arts & Events Center has begun scheduling events for the 2023 – 2024 academic year (August 1, 2023 – May 6, 2024).

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:

January 30	Board of Trustees
February 6	Boards of Visitors & Deans Advisory Council
February 13	Admission new student recruitment events and New Student Events
February 20	Founder's Week, Alumni Board, and Parent Council
February 27	Academic events for course credit (course number required)
March 6	Named Speaker or Lecture Series
March 13	Annual University Advancement and Athletics donor events
March 27	Student organizations schedule major student events via online scheduling (EMS portal is open from 5 PM – midnight for student organizations to submit requests)
March 30	Faculty, Staff, and Students begin scheduling all other events via online scheduling
April 17	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 Butler Arts & Events Center in consultation with the sponsoring division. Campus resources are prioritized to support all-campus events during these times.

Orientation Week: Saturday, August 19 (1st Year Student Move-in) - Saturday, August 26, 2023

Labor Day is Monday, September 4, 2023

Family Weekend: Friday, September 29, 2023 – Sunday, October 1, 2023

Student Fall Break is Thursday & Friday October 12-13, 2023

Homecoming Weekend: Friday, October 27, 2023 - Sunday, October 29, 2023

Student Spring Break is Monday - Friday March 11-15, 2024

Honors & Scholars Weekend: Friday, April 12, 2024 - Saturday, April 13, 2024

Undergraduate Research Conference on Friday and Scholarship Celebrations on Saturday

Commencement: Friday, May 10, 2024 University Commencement Ceremony & Saturday, May 11, 2024 College Celebrations

Board of Trustees Meetings

Campus resources are prioritized to support the Board meetings.

Thursday, June 1 - Friday, June 2, 2023

Thursday, October 5 - Friday, October 6, 2023

Thursday, February 15 – Friday, February 16, 2024

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