

BUTLER ARTS & EVENTS CENTER

Scheduling Events for Academic Year 2024-2025

The Butler Arts & Events Center has begun scheduling events for the 2024–2025 academic year (August 1, 2024–May 10, 2025).

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 multipurpose spaces based on established University scheduling procedures. The scheduling timeline is as follows:

January 29	Board of Trustees
February 5	Boards of Visitors & Deans Advisory Council
February 12	Admission new student recruitment events and New Student Events
February 19	Founder's Celebration, Alumni Board, and Family Council
February 26	Academic events for course credit (course number required)
March 5	Named Speaker or Lecture Series for multipurpose spaces*
	<i>*events in this category using venue spaces must confirm dates with the BAEC and release any unused dates</i>
March 12	Annual University Advancement and Athletics donor events
March 26	Student organizations schedule major student events via online scheduling (EMS portal is open from 5 PM – midnight for student organizations to submit requests)
March 29	Faculty, Staff, and Students begin scheduling all other events directly via online scheduling
April 16	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 24 (1st Year Student Move-in) - Saturday, August 31, 2024
Labor Day is Monday, September 2, 2024

Family Weekend: Friday, September 27, 2024 – Sunday, September 29, 2024

Student Fall Break is Thursday & Friday October 17-18, 2024

Homecoming Weekend: Friday, October 4, 2024 - Sunday, October 5, 2024

Student Spring Break is Monday - Friday March 10-14, 2025

Honors & Scholars Weekend: Friday, April 11, 2025 - Saturday, April 12, 2025

Undergraduate Research Conference on Friday and Scholarship Celebrations on Saturday

Colleges not planning to have awards events on this weekend are encouraged to book their spaces when the calendar opens March 29, 2024

Commencement: Friday, May 9, 2025 University Commencement Ceremony & Saturday, May 10, 2025 College Celebrations

Board of Trustees Meetings

Campus resources are prioritized to support the Board meetings.

Thursday, June 6 - Friday, June 7, 2024

Thursday, October 10 - Friday, October 11, 2024

Thursday, February 13 – Friday, February 14, 2025

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