

BUTLER ARTS & EVENTS CENTER

Scheduling Events for Academic Year 2022-2023

The Butler Arts & Events Center has begun scheduling events for the 2022 – 2023 academic year (August 1, 2022 – May 8, 2023).

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 31	Board of Trustees
February 7	Boards of Visitors & Deans Advisory Council
February 14	Admission new student recruitment events and New Student Events
February 21	Founder's Week, Alumni Board, and Parent Council
February 28	Academic events for course credit (course number required)
March 7	Named Speaker or Lecture Series
March 14	Annual University Advancement and Athletics donor events
March 28	Student organizations schedule major student events via online scheduling (EMS portal is open from 5 PM – midnight for student organizations to submit requests)
March 31	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 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 20 (1st Year Student Move-in) - Saturday, August 27, 2022

Family Weekend: Friday, September 30, 2022 – Sunday, October 2, 2022

Homecoming: Friday, October 21, 2022 - Saturday, October 22, 2022

Honors & Scholars Weekend: Friday, April 14, 2023 - Saturday, April 15, 2023
Undergraduate Research Conference and Scholarship Celebration

Commencement: Friday, May 5, 2023 Degree Conferral Ceremony - Saturday, May 6, 2023 Individual College Ceremonies (auxiliary events leading up to academic ceremonies take place the week preceding academic ceremonies)

Board of Trustees Meetings

Campus resources are prioritized to support the Board meetings.

Thursday, October 6 - Friday, October 7, 2022

Thursday, February 16 – Friday, February 17, 2023

Thursday, June 1 - Friday, June 2, 2023

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