Scheduling Events for Academic Year 2018-2019

The Office of University Events has begun scheduling events for the 2018 – 2019 academic year (August 1, 2018 – May 13, 2019). The University scheduling procedure provides groups, as identified below, advance access to schedule events after all-campus event dates have been established. The scheduling timeline is as follows:

- **January 2**  Board of Trustees
- **January 8**  Boards of Visitors
- **January 22**  Admission recruitment events and New Student Registration
- **February 5**  Alumni Board and Parent Council
- **February 26**  Academic events for course credit (course number required)
- **March 12**  Named Speaker or Lecture Series
- **March 26**  Annual University Advancement and Athletics donor events
- **April 3**  Student organizations meet to schedule major student events
- **April 5**  Faculty, Staff, and Students begin scheduling all other events via online scheduling
- **April 16**  Butler Arts Collaborative groups begin scheduling events in conjunction with UE staff
- **May 15**  Booking opens for 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.** It is recommended that departments not advertise locations for meetings and events in academic space until after the appropriate drop/add period. South Campus spaces are not included in the priority booking process.

**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 18-Saturday, August 25, 2018
- **Homecoming:** Friday, September 28-Sunday, September 30, 2018
- **Family Weekend:** Friday, November 9-Sunday, November 11, 2018
- **Undergraduate Research Conference:** Friday, April 12, 2019
- **Honors & Scholars Weekend:** Saturday, April 13-Sunday, April 14, 2019
- **Commencement:** Saturday, May 4-Saturday, May 11, 2019

**Board of Trustees Meetings**

Events may be scheduled on these dates; however, campus resources are prioritized to support the Board meetings.

- **Thursday, September 13-Saturday, September 15, 2018**
- **Thursday, December 6-Saturday, December 8, 2018**
- **Thursday, June 6-Saturday, June 8, 2019**

Please contact the Office of University Events at ext. 9352 or email BUevents@butler.edu with any questions.