**Scheduling Events for Academic Year 2017-2018**

The Office of University Events has begun scheduling events for the 2017 – 2018 academic year (August 1, 2017 – May 13, 2018). 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 9** Boards of Visitors
- **January 23** Admission recruitment events and New Student Registration
- **February 6** Alumni Board and Parent Council
- **February 27** Academic events for course credit (course number required)
- **March 13** Named Speaker or Lecture Series
- **March 27** 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 17** 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.

**All-Campus Events**

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

- **Welcome Week:** Saturday, August 19-Saturday, August 26, 2017, *Sponsoring Division: Student Affairs*
- **Homecoming:** Friday, October 20-Sunday, October 22, 2017, *Sponsoring Division: Alumni & Parent Programs*
- **Family Weekend:** Friday, November 10-Sunday, November 12, 2017, *Sponsoring Division: Alumni & Parent Programs*
- **Undergraduate Research Conference:** Friday, April 13, 2018, *Sponsoring Division: Academic Affairs*
- **Honors & Scholars Weekend:** Saturday, April 14-Sunday, April 15, 2018, *Sponsoring Division: Advancement*
- **Commencement:** Saturday, May 5-Saturday, May 12, 2018, *Sponsoring Division: Student Affairs*

**Board of Trustees Meetings:** October 5-7, 2017 | February 8-10, 2018 | June 7-9, 2018

Other events may be scheduled on these dates; however, campus resources are prioritized to support the Board meetings during these times.

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