

BUTLER ARTS & EVENTS CENTER

Scheduling Events for Academic Year 2026-2027

The Butler Arts & Events Center has begun scheduling events for the 2026–2027 academic year, which encompasses the period from August 1, 2026–May 8, 2027. Based on the established all-campus event dates, the Events Management team will work with the identified groups below to schedule events based on established University scheduling procedures. Unless otherwise mentioned, booking for the below dates will be done directly with the Events Management team. The scheduling timeline is as follows:

January 26	Board of Trustees
February 2	Boards of Visitors & Deans Advisory Council
February 9	Admission new student recruitment events and New Student Events, including Pre-Orientation
February 16	Alumni Board, Family Council, and College Scholarship Celebrations
February 23	Academic events for course credit (course number required)
March 2	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 9	Annual University Advancement and Athletics donor events
March 23	Student organizations schedule major student events via online scheduling <i>(EMS portal is open from 5 PM – midnight for student organizations to submit requests)</i>
March 30	Faculty, Staff, and Students begin scheduling all other events directly via online scheduling
April 13	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

Major event spaces and campus resources are prioritized to support all-campus events during these times. Events may not be scheduled in reserved spaces on the dates of all-campus events without permission from the Butler Arts & Events Center in consultation with the sponsoring division.

Orientation Week: Saturday, August 22 (1st Year Student Move-in) - Saturday, August 29, 2026

Labor Day is Monday, September 7, 2026

Homecoming Weekend: Friday, September 18 – Sunday, September 20, 2026

Family Weekend: Saturday, October 10 - Sunday, October 11, 2026

Student Fall Break is Thursday, October 15 – Friday, October 16, 2026

Founders Week: Monday, February 1- Friday, February 5, 2027

Student Spring Break is Monday, March 8- Friday, March 12, 2027

Commencement: Friday, May 7 - Saturday, May 8, 2027

University Commencement Ceremony on Friday and College Celebrations on Saturday

**Includes space held for auxiliary commencement events, which can be requested with the Events Management team in the Spring and will have locations assigned based on best fit*

Board of Trustees Meetings: Campus resources are prioritized to support the Board meetings.

Thursday, June 4 - Friday, June 5, 2026

Thursday, October 8 - Friday, October 9, 2026

Thursday, February 11 – Friday, February 12, 2027

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