

The Center for Academic Technology, located on the third floor of Irwin Library, manages check-out of display easels. Patrons can reserve easels via EMS and retrieve them from CAT during normal business hours--Monday through Friday, 9:00am to 5:00pm. The reservation process is outlined below.

After logging into my.butler.edu, navigate to the middle of the landing page and click “schedule a room.”

Search Options Match All Fields Match Any Fields

EthicsPoint Reporting

Read Butler's statement of guiding principles or report potential financial misconduct.

[Ethicspoint](#)

Calendar & Event Scheduling

[Schedule a room](#)

OR

View the public [campus calendar](#) to learn more about featured campus events.

Free AntiVirus Software

Protect your computer. Download

Next, click “create a reservation.”

UNIVERSITY BUTLER ROOM RESERVATIONS

HOME

[CREATE A RESERVATION](#)

MY EVENTS

BROWSE

EVENTS

LOCATIONS

SITE HOME MY HOME

My Reservation Templates

- Book an Event
- Speed Book
- Submit an Off-Campus Event
- Request Event Services Only
- HRC Request
- Book a JCA Event
- Student Org Event Request

My Bookings

FEBRUARY 14, 2017 SEARCH

Navigate to “Book event services only” and click “book now.”

My Reservation Templates	
Book an Event	book now about
Speed Book	book now about
Submit an Off-Campus Event	book now about
Request Event Services Only	book now about
HRC Request	book now about

Enter date/time of your reservation and enter “TBD” in location field. When finished, click “next step” on the right side of your screen.

New Booking for Sun Sep 18, 2016

Date & Time

Date: [Recurrence](#)

Start Time: End Time:

Create booking in this time zone: ▼

Location Details

Buildings: ▼

Location *

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Scroll down to “Easels and Flipcharts” and select “Display Easel - pickup @ IL303 (CAT).”

General Building Services		▼	
Coat Rack	Media Backdrop		
Plant Stand	Pop-up Tent		
Registration table with (2) chairs	Samsonite Chairs		
Sandwich Board	Serpentine Table		
Serving Table	Trash Can		
Building Services		▼	
Atherton Union Cocktail Tables			
Easels and Flipcharts			
Easels and Flipcharts			▼
Display Easel - pickup @ IL303 (CAT)		Flipchart - pickup @ IL303. Paper not provided.	

You will now be prompted to enter the number of easels you need, along with any special instructions.

Display Easel - pickup @ IL303 (CAT) [x]

− 8 + (available inventory : 15)

Special Instructions

[Text Area]

OK Cancel


Once you've entered the specifics of your request, click "Ok" and then "Next Step" once more.

1 Service Availability ▶ 2 Services ▶ 3 Reservation Details Create Reservation

Next Step

Services Summary

Univ Event Services

- 1 Display Easel - pickup @ IL303 (CAT) 

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Enter your reservation details and select "create reservation."

Reservation Details

Event Details

Event Name * Event Type *

Group Details

Group *

1st Contact

Additional Information ?

I will contact Dining Services for catering.

What is the applicable Service Code?

Billing Information

Billing Reference

I have read and agree to the terms and conditions

Create Reservation