



**University of Brighton**  
Conferences & Events

# EVENT SERVICES

*Stress Less, Celebrate More*

THREE CAMPUSES. ONE CITY.  
EXPERIENCE BRIGHTON.



Contact us  
[SOUTHCOASTEVENTS@BRIGHTON.AC.UK](mailto:SOUTHCOASTEVENTS@BRIGHTON.AC.UK)  
+44(0)1273 641891



Visit our website  
[SOUTHCOAST.BRIGHTON.AC.UK](http://SOUTHCOAST.BRIGHTON.AC.UK)



Connect with us  
[@SOUTHCOAST-CONFERENCES-EVENTS](https://www.linkedin.com/company/southcoast-conferences-events)

# WELCOME

## THE TEAM

Host your event with confidence at the University of Brighton and beyond. Our dedicated event specialists manage every detail, so you can focus on what matters most.

From expert planning and high-quality catering to state-of-the-art facilities, our team delivers a seamless experience in a professional, inspiring setting, enhanced by Brighton's vibrant culture and seaside charm.

## ADVISORIES

All Day Delegate Rates are subject to VAT.

Minimum guarantee of 50 delegates applies.

Costs may vary for University partners, registered charities and Member institutions.

Deposits are payable upon exchange of booking contract.

Additional staffing & services not included within the DDR Packages are chargeable. *Please see DDR package lists for inclusions.*

Additional out of hours costs may apply.

PRS charges may be applicable.

Costs for filming enquiries are separate, please contact:  
**[southcoast@brighton.ac.uk](mailto:southcoast@brighton.ac.uk)**



**Full Day Standard**

**£30.00 per person**

## ***What's Included?***

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Dedicated Event Manager (Pre-Event)

Pre-Event Delegate Management

University-Wide Coordination (Estates, Security, Hospitality, etc.)

University Venue Scoping, Booking, Set-Up & Site Visit

Event Risk Assessed (*Basic Health & Safety*)

Catering Coordination (*If Applicable*)

Bespoke Registration Site

On-The-Day Registration Desk

On-The-Day Event Delivery

Functional Internal Signage (*University-Branded*)

AV Support (On-Call)

Free WiFi



# SILVER

Full Day Standard

£40.00 per person

***Includes all BRONZE Package services, plus:***

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Budget Management

Speaker Liaison & Coordination

Dedicated First Aider

Functional Internal Signage (*Client-Branded*)

Post-Event Survey Management



**Full Day Standard**

**£50.00 per person**

***Includes all BRONZE & SILVER Package services, plus:***

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Additional On-The-Day Event Coordinator

External Venue Research, Selection & Coordination

External Supplier Scoping & Liaison

Gala Dinner & Social Programme Planning

Support Sourcing Entertainment\*

Sponsor Liaison & Coordination

Accommodation Sourcing (*Booking & Payment Not Included*)

Hybrid Microsoft Teams Delivery (*Including 1hr Rehearsal*)

