



Staff Brief: Info Desk - UK Black Business Show

Info Desk Primary Purpose:

To act as the first point of contact for all visitors, exhibitors, and speakers - providing accurate information, a warm welcome, and clear guidance throughout the event.

About UK Black Business Show:

The UK Black Business Show has been created to inspire and connect Black Business owners and professionals. Through exhibits, deep-dive workshops, interactive panels, and seminars, delivered by industry pioneers, this event will enable personal, professional and corporate development. To celebrate **UK Black History Month**, The **UK Black Business Show** will be taking place in October. The show will highlight the achievements and contributions Black businesses have made to the economy. Attendees will gain cutting-edge insight and advice in entrepreneurship, leadership, soft skills and cultural development from some of the UK's leading Black business owners.

Key Responsibilities:

1. Welcome & First Impressions

- Greet attendees warmly and professionally.
- Ensure first impressions reflect the spirit of the UK Black Business Show.
- **Talking points for visitors:**
 - "Welcome to the UK Black Business Show! How can I help you today?"
 - General event overview: multiple stages, exhibitor zones, the Business Advice Hub and Career Zone.

2. Professional Conduct & Desk Management

- Remain at desk unless relieved
- Keep area tidy and materials stocked: Showguides programmes, maps, flyers
- Maintain professional, welcoming demeanor

3. Closing Duties

- Return unused materials & equipment to Staffing Manager
- Record incidents, feedback, or issues for debrief