



ACTIVITY

CHECKLIST



Q4 • School Elementary School • All School

Overview

In 1776, New Mexico already had multiple cultures contributing to the unique character of the region. Since then, people from all over the world have come to call New Mexico home. A cultural fair is an opportunity for students to learn about all of the history and cultures that are present in their local region and New Mexico.

Before the Activity

- ☐ Review the purpose of the All-School Cultural Festival with staff
 - ☐ Celebrate New Mexico's unique history and cultures
 - ☐ Showcase student learning from Q3 grade-level activities
 - ☐ Encourage cross-grade interaction and community engagement
- ☐ Determine whether to partner with other local schools.
- ☐ Form a planning team with at least one team member from each participating school (teachers, principal, cultural liaison, volunteers).
- ☐ Finalize festival date, time, and location (i.e. gym, cafeteria, or outside)
- ☐ Send communication to families explaining the event and ways to participate.
 - ☐ Request volunteers for their classroom's display
 - ☐ Request ideas for a simple cultural demonstration
 - ☐ Include a permission sheet for photos.
- ☐ Invite local cultural groups or organizations to host a booth and offer a demonstration or performance.
- ☐ Develop a schedule for all classes to attend the festival
- ☐ Each classroom:
 - ☐ Prepare a collective display that includes the cultures of all class students
 - ☐ Title the display "Cultures in our Class", and include grade, class, school
 - ☐ Displays could be posters, maps, or student art.
 - ☐ They could incorporate drawings of cultural objects or activities.
 - ☐ Use short descriptive paragraphs to communicate cultural concepts
 - ☐ Optional: prepare a simple cultural demonstration for volunteers to do
 - ☐ Preview expectations with students for respectful interactions at the festival.



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Day of Activity:

- ☐ Gather all materials such as: tables, tablecloths, signs, displays, audio system
- ☐ Allow classes and participating organizations time to set up their booth
- ☐ Arrange tables and signage for each elementary class.
- ☐ Ensure that displays are at visual height appropriate for younger students.
- ☐ Test audio equipment or projectors (if applicable).
- ☐ Assign student greeters or table presenters.
- ☐ Prepare a welcome area for visitors with maps, programs, or passbooks.

During the Activity

1. Introduction

- ☐ Selected students greet attendees upon entry and direct them to the welcome area
- ☐ Classes start at the welcome area and pick up any materials such as programs

2. Activity

- ☐ Each class goes through the festival according to the schedule
- ☐ Teachers model and support interaction and respectful behavior:
- ☐ Capture photos or video (according to permissions).

3. In class after returning from the festival

- ☐ Conduct classroom reflection:
 - ☐ What did you notice today?
 - ☐ What tradition or display stood out?
 - ☐ What did you learn about our community?

After the Activity

- ☐ Breakdown:
 - ☐ Ensure that cultural organizations take all of their equipment and materials
 - ☐ Designate an area for teachers to pick up their class display
 - ☐ Put away school equipment and clean the space
- ☐ Thank you notes to event team, local organizations, parent volunteers