

Protocol Manual for the High Protocol Parties

- as hosted by Mistress Zeneca

Prologue

This manual states the protocols necessary to attend the High Protocol Functions produced by Mistress Zeneca. This document makes no claims that these protocols are/will be effective in your personal relationships or dynamics. While it is understood that everyone has different protocols with their partner(s), this document is in no way suggesting that these be implemented for any other reason than to attend the High Protocol events hosted by Mistress Zeneca.

We kindly ask, that any personal protocols you may have which differ from these, that you only practice these stated here during the High Protocol events. This will avoid confusion and provide clarity of what is expected of everyone.

All attendees are required to read, understand, and practice the protocols relevant to their statuses. All submissive attendees will additionally be required to perform the protocols in the presence of the event coordinators prior to the event.

Goals

My goal in writing this manual is to explore High Protocol and share something truly grand with our Community, an event that challenges both Dominants and Submissives.

Personal Statement

What began as an idea to simply throw a high protocol dinner party at my home has blossomed into a full blown gala. As the realization dawned on me that there was an incredible interest in my idea, I wanted to make it available to everyone. This has been a labor of love for me. When I think of what the possibilities may be for such a coordinated effort in high protocol, my heart races. Although I must say, the expenses of throwing such a party were a huge barrier to bringing this event to life. But, despite all the difficulties of this venture, I truly want to bring the City of Philadelphia a touch of elegance. Maybe the efforts that we all collectively put into this event will change the way we interact with the people in our daily lives; perhaps a little more polite talking to the checkout girl, or just a little bit more sacrificial with our own preferences. Many thanks to the high protocol aficionados which inspired the following texts; see "Sources."

The proceeds of the first High Protocol Event are being donated to the Red Cross.

Theory of Submissive Service

The basic principle of submissive service can be summed up in one word: **Attentiveness.**

Your behavior should reflect your attentiveness to the dominant's needs and desires at all times. Your role is to serve those needs and desires. Is your Dominant's coffee cup empty or has the coffee grown cold? Does he or she need a chair to sit on? It is your job to ensure that the Dominant's comforts are served by making any and all appropriate arrangements to make the Dominant's life easy.

Similarly, it is your joyful task to demonstrate, through your attitude and demeanor, that the Dominant's needs come first. By demonstrating this behavior you are conveying respect and genuine sincerity in your service. Your ability to devotedly serve your Dominant is a standard by which others will judge you AND your Dominant. Not only will your attentiveness please your Dominant, but it will impress those you meet. In other words, you will be a Submissive who a Dominant is proud to own, collar and one who others will believe is worth collaring.

“Manners are a sensitive awareness of the feelings of others. If you have that awareness, you have good manners, no matter what fork you use.” – Emily Post

Rarely do we get the opportunity to display the respect and attentiveness to our Dominants that High Protocol demands. Our days tend to run overflowing with our vanilla life concerns. The formality of a ritual will sometimes get lost in the casual exchanges of everyday life. Slowly the divide between dominance and submission fade to shades of subtlety. Protocol snaps the proper behavior back into contrast with providing a structure and basis of respectful interactions. One of the benefits of learning High Protocol is that it establishes a level of respect by which both the Dominant and the Submissive use to strengthen their relationship. It is a common question in the BDSM community of what is the standard etiquette and protocol for a submissive. If you are an un-owned submissive, this is a rare opportunity to gain fruitful training and experience. If you are already in a relationship, then this is a great opportunity to flourish and polish your skills to impress your dominant.

By reading this entire manual, you will know what is expected of you in most situations and how to properly respond to display the greatest amount of respect, gratitude and adoration. Dominants in turn will show you that they appreciate you and your service with an equal amount of praise, politeness and courtesy for your position.

The Submissive Protocols

Attire

The Philly High Protocol Parties hosted by Mistress Zeneca require a proper dress code for attendance. Exceptions can be made on a case by case basis, but are granted sparingly. For the purposes of these parties and to create some simplicity, the attire has been segregated into “Male-identified” and “Female-identified”. This is not to outcast those who ride the divide between gender identities. For the purposes of the parties, every Submissive must choose which identity they will be portraying that night.

For example, a female Submissive who identifies as male may opt to portray the male role and abide by the gender specific protocols that night. A male Submissive may choose to take on the female protocols and dress code. Submissives of either gender, or of any gender in between, may choose what aspect they want to portray that night, BUT whatever gender you decide to portray must be committed to completely and wholeheartedly.

Your attire must be approved of prior to the event.

Female-identified: Formal attire.
Keep it simple and functional, basic black.
Hemlines on dresses/skirts no higher than mid-calf.
French Maid outfits are allowed as an exception.
Flowing and non-restrictive dresses/skirts. No pants.
Your outfit should not outshine a Dominant’s outfit.
Jewelry should be used in a tasteful manner, if at all.
Collars of ownership displayed proudly, if applicable.
Hairstyle should flatter your features.
Up-do’s that show off your neck are highly encouraged.
Shoes should be ballet flats or similar style of shoe. No Heels.
Optionally, you may choose to go barefoot. If so, pedicure.

Male-identified: Nice business suits or formal attire in basic black.
Keep it simple and functional - white shirts with black ties
Elegant butler attire or tuxedos are encouraged.
Pants and shirts should be neatly pressed and unwrinkled.
Kilts are allowed if wearing a formal Scottish ensemble.
Your outfit should not outshine a Dominant’s outfit.
Jewelry should be used in a tasteful manner, if at all.
Collars of ownership displayed proudly, if applicable.
Long hair should be tied back or managed to expose the neck.
Shoes should be dress shoes, polished to look their best.
Optionally, you may choose to go barefoot. If so, pedicure.

The Positions

1. **Standing with Dominant** – Unless otherwise directed, Submissives should stand 1 pace behind and 1 pace to the right of their Dominant.
2. **Attention** – This is a military position. Standing position, feet together, hands dropped to sides, head forward, and eyes on the horizon.
3. **Ready to Serve**- Standing position, feet together, hands at mid waist, palms facing up, and head bowed. You will use this position often as you are waiting for instructions or to be in service of your dominant.
4. **Courtesy** – The standard display of honor to a Dominant.
 - a. **Females:** Beginning from standing position, hold your skirts at the sides and bring them outward to the sides with your hands as if you are displaying your skirt. Bring your right foot in front of you extended as far as it can go, toes pointed and barely touching the floor. Pivot at the hips and bend forward into slight bowing position while the left leg bends at the knee. Head and eyes lower during the courtesy. Return to starting standing position and release skirts, drop hands at sides of body.
 - b. **Males:** The right arm moves away from body and back to body at waistline with elbow bent at a 90 degree angle in front of body. Left arm moves away from body slightly and back to return behind the body with elbow bend at 90 degree angle. Your arms are basically doing a flourish before heading into the bow. Pivot at the hips and bend forward into a bowing position, eyes and head lowered during bow. Return to standing position with arms at sides.
5. **Full Courtesy** – This is a full 360 degree turn to the right with an ending courtesy or bow as described above. Turn towards your right hand side, spinning in place at a medium speed. When you reach your starting position, complete the Courtesy position.
6. **Listen** – A hand position that displays that you are actively listening and receptive to the Dominant's voice. This position should be maintained when engaged in conversation with your Dominant, waiting for a command, or whenever prompted to. In whatever position you are in, standing or sitting, place one hand inside the other with palms upraised. Hands should be kept close to the body at approx waist level or on lap when sitting. Use whichever hand is most comfortable as the one on top.
7. **Requesting a Listen** – This position is to request the attention or ear of a Dominant. This position is to request that you be listened to. The LISTEN hand

position is upraised at head level near your mouth, as if motioning that you have something to say that needs to be listened to.

8. **Table** – Body position to imitate a table or ottoman. Position is on hands and knees, dress or clothing moved to a comfortable and concealing position. Knees need not be directly touching floor (whatever is most comfortable for you with your outfit). Position knees slightly apart in preparation for a heavy weight to be applied to the back.
9. **Slave Sit** – This is the sitting command for the Submissive to sit on the floor nearby the Dominant. Until you have earned your place at the table, this is the sitting position that you are expected to maintain.
 - a. **Females:** Sitting on floor, knees together, and legs together on one side or the other, almost like in a side-saddle position. Feet should be as close to the body as possible. Keep back straight, head up and attentive to the needs of your Dominant. Spread your dress/skirt over your feet and legs as much as your outfit will allow. The dress should appear elegant and your position look like it's comfortable and easy to maintain. Lay your hands upon your thighs with the palms up to reflect that you are ready to receive a command. This position may also be paired with LISTEN.
 - b. **Males:** Sitting on floor, knees together, legs underneath you. If barefoot, feet are crossed underneath buttocks so you are sitting on them. If not barefoot, then your buttocks are resting on your heels as comfortably as your shoes will allow. Keep back straight, head up and attentive to the needs of your Dominant. Place your hands palm up to note your readiness to receive a command. This position may also be paired with LISTEN.
10. **Display Neck** – This is the position to get your neck into a proper posture for the Dominant to tie their ribbon around your neck as mark of temporary ownership. This posture can be requested while in a sitting or kneeling position depending on what would be most comfortable for your Dominant. Hands are behind head, lifting hair out of the way. Head is facing forward but slightly away from your Dominant, extending neck as high as you can, eyes cast downward. Full and detailed descriptions of the ribbon tying ritual can be found in the Ribbon Exchange Interactions section of this manual.

11. Misc Protocols

- a. Be clean and dressed sharply before your arrival to the event.
- b. Do more than your fair share.
- c. Be flexible and ready to jump into whatever task is asked of you.
- d. Use titles abundantly and whenever possible.
- e. Never speak unless spoken to. You are there to serve and to be seen, not to be heard or question.
- f. Submissives will open doors for their Dominant and follow behind.
- g. Submissives rise when their Dominant enters or rises, and sits when their Dominant sits.
- h. Submissives are in equal status to each other. Domo-Submissives are of higher status. Dominants are of the highest status.
- i. Submissives posture ATTENTION when the Domo-Submissive enters as a sign of respect.
- j. Submissives will only eat when the entire table has been served and only after their Dominants begin eating.
- k. Submissives must earn their chair next to their Dominant. If they have not earned their chair by the time dinner is served, they must eat it standing.
- l. Always make sure your Dominants service ware is clean and the rims of their glasses are un-smudged.
- m. Use Please's and Thank You's!

The Transitions

When we move from position to position, the transitions between should be elegant and flowing, easy and graceful. You are the attraction and your body should be worthy of watching. All movements should look effortless. All movements should be as silent as possible, done in a timely manner, and never appear rushed. Think of it as a graceful ballet.

Transitioning from SLAVE SIT to a standing position

Females: From the Slave Sit position, shift your body weight so that you are moving your body on top of your folded legs. Keep back straight as much as possible. Once you have your folded legs underneath you, rise up slightly and move one foot so that the balls of the foot are on the floor. Sit back onto that heel slightly and gracefully do the same with the other foot slightly positioned ahead of the other. Once you are on the balls of your feet, stand elegantly.

Males: From the Slave Sit position, Shift body weight towards your knees and uncross feet underneath you. Rise up slightly and move one foot so that the balls of the foot are on the floor. Sit back onto that heel slightly and gracefully do the same with the other foot slightly positioned ahead of the other. Once you are on the balls of your feet, stand elegantly.

Transitioning from standing position to TABLE position

Keeping back straight, lift skirts out of the way (if applicable). Lower yourself slowly and carefully moving one leg behind you with toe touching the floor. Slide the toe and top of foot carefully behind you on the floor as you lower; your foot acts like a guide and balance point. Once your first knee is on the floor, move the second leg into position, being careful to keep the private parts obstructed and lowered from view. Once both knees are on the floor and your body is straight, bend at the hips to place hands on the floor near your knees and softly slide them forward. This leads your body to get into a hands and knees position without any jerky movements. Complete the TABLE position by spreading the knees slightly and brace for a weight applied to your back. You may need to adjust your garments, do so when you are adjusting yourself into the final TABLE position.

Transitioning from a standing position to a kneeling position and back

From a standing position, use the instructions on transitioning to TABLE position and stop when you are at a full standard kneel. From this standard kneeling position to get back to a standing position, reverse it. In other words, shift your body weight to one leg. Move your free leg to position the foot slightly ahead of where your knee was. You should be resting your weight on the ball of your foot. Make sure to keep the bend leg pointed down towards the floor as much as possible to prevent viewing the private area. Rise up from this position, using the toe from the kneeling leg to guide you up.

The Walk

Your walk should be as silent as possible so as to not distract or annoy any Dominant with your presence. The key words with your walk should be “floating”. While you may be rushing around for your Dominant or in service to the House, your movements should not look rushed. Grace and ease is the energy you want to convey. You may move quickly, but you do not look rushed.

“Every action in company ought to be with some sign of respect to those present.” – George Washington

The walk is an essential part of the experience and is similar to a dance movement. Each foot strikes the ground first with the balls of the foot, then the heel only slightly as you move to the next step. Each step is placed directly in front of the other in a single line, or as close to a single line as possible. Walking this way eliminates the side to side waddle and up and down head bobbing of the normal walking gait.

The walk should be smooth, as silent as possible, and as light on your feet as possible.

Serving

In the effort to build an environment of grace and elegance, each Submissive is responsible for identifying and employing ways of incorporating graceful movement into his or her presentation style. Do it with a flourish or a grand gesture. Here are some guidelines to guide you.

1. **Please refrain from pointing.** All gestures where a pointing finger might be appropriate are instead gestured with the entire hand. These gestures are more polite than using the pointer finger. Your hand position may be an open hand with 4 fingers together and the thumb tucked in – almost like a karate chop. Or your hand may have one or more fingers touching your thumb forming a squashed O – similar to the position your hand would be inside a hand puppet.
2. **When you direct a Dominant somewhere, lead them to it.** Think of the waiter or waitress that leads you to your table for your meal; it’s the same principle. If your Dominant asks where the restrooms are, say “Follow me please.” Lead him/her to the appropriate restroom, and wait outside patiently for their exit so you may lead him/her back to the party.
3. **Try to think one step ahead of your Dominant.** Anticipate their needs and watch for signs that they need something. If it’s a refill of their drink or a new napkin, make motions to provide it before they ask for it. If you are unsure if the Dominant would like a refill, then politely ask, “(insert Dominant’s preferred name here), would you like me to bring you ABC?” Jump into action if the Dominant makes a request.

4. **Service with a SMILE.** Remember, this night is about your Dominant. It may be difficult to remember protocols or exactly how to do something, but your attitude and energy must be positive at all times. Be attentive and your Dominant will appreciate the effort.
5. **When in doubt, ask the Domo-Submissives.** The Domo-Submissives are the “Switches” of this event; those that work both sides of the D/s coin or are Dominants that have stepped in to help with this event. These are the slave coordinators and will give you your assignments and duties. The Domos are also well versed in the party protocol and may advise if an issue arises. The Domos are to be treated with the same respect that you give Dominants, but without the pomp and circumstance. They are there to help you and to make the High Protocol Parties flow smoothly. They are the indirect liaisons between you and your Dominant for the event; they will be your guide.
6. **Never reach across a Dominant.** Reaching across the table to set something down isn't polite and can be downright rude. So instead, move yourself to the best location to reach that glass or plate without disturbing your Dominant. Please remember you will always serve from the right and clear from the left.

Important Serving Protocols

The serving stance which remains the most polite is one that places the private areas away from the Dominant's table.

Males: When serving drinks for your table, bend at the hips, keeping your back straight, positioning your private areas away from the table but parallel. It's like serving while bowing.

Females: To ensure that all private areas are politely contained, all female-identified Submissives will serve using the “Bunny Dip” method. This method of service was created in the Playboy Gentleman's clubs in the 1960's. The Bunny Dip allowed the girls to serve drinks without bending over the table and giving the gentlemen a free show.

How to do the “Bunny Dip”: Hold your serving tray with your non-dominant hand. Position your body so that you are standing at the table with your backside facing the table (or at minimally with your side facing the table). Grasp the drink with your dominant hand, gracefully lean backwards while bending at the knees. Place the drink on the table with a smooth and fluid motion. For more stability in this stance, move the foot on the side holding the tray slightly backwards and toward the table while bending the knees. The important aspect of this is the backwards (or semi-backwards) arch made during the serving. It is beautiful to watch and elegant to demonstrate.

“Courtesy is cheap to provide and it pays great dividends.” – Truett Cathy

The Dominant Protocols

Attire

The Philly High Protocol Parties hosted by Mistress Zeneca require a proper dress code for attendance. Exceptions can be made on a case by case basis, but are granted sparingly. As a Dominant, you have the freedom to wear your best clothing, your most elaborate ensemble, or your most decadent fetish attire. This night is for you and how you dress should reflect your dominance. There are only a few rules:

- **Formal Attire** – Formal means that you should be dressed to the nines. Even if that attire does not include a top hat or a tuxedo, you should be wearing something that makes you feel proud and stately.
- **Dress for expected service-oriented play** – If you are seeking to get a foot massage, then wear footwear that is easily removable. If you are seeking a back massage, then wear a low-backed dress or something that is easily removable without being vulgar.
- **Period Costuming** – You may opt to dress in an upper class French-inspired frock to coordinate with the party's theme. It is not necessary or expected, but if you so care to then feel free.

Punctuality

You are responsible to make certain that your Submissive arrives at least 30 minutes before the beginning of the party. It is imperative that they arrive early to go over the plan and prepare for the dominant party guests. Your arrival may be within 15 minutes of the posted party starting time. While it is important that your Submissive arrives on time, you may arrive on a delayed schedule. If you arrive WITH your Submissive and your submissive is late, they will need to be taken away for a briefing and may not return to you until dinner.

“A gentleman is one who never hurts anyone's feelings unintentionally.” – Oscar Wilde

A Note on Etiquette

High Protocol events are all about displaying the absolute best behavior and respectfulness to Dominants and Submissives alike. Everything you say or do is a reflection on you and yours. As a Dominant, it is your responsibility to lead by example. Submissives want to serve a Dominant they can respect. A bit of formality in your voice and demeanor displays that you can show proper respect to those which serve you. Good manners beget good manners. Appreciate your Submissive by always treating them with the respect that you want to be treated with. “Please” and “Thank you” go a long way.

A Few Rules for Formal Dining

There are entire books written on formal dining and proper etiquette, it may behoove you to read up on some of these texts so you know how to properly conduct yourself. I have stated here a few bare basics.

- Introduce yourself to the fellow Dominants at your table.
- Once you pick up a piece of cutlery, you should never put it back on the tablecloth.
- Sit up straight and keep your elbows off the table.
- If you are drinking alcohol, please imbibe lightly.
- Dining should begin and end in synch with the other members of your table. Do not start eating until everyone at your table has been served.
- Cut only enough food for the next mouthful.
- Refrain from talking with a full mouth.
- Put butter on your plate first instead of directly on the roll.
- When using the fork, the prongs face downward. The fork is not designed to be a shovel, so please don't use it as such.
- Dominant gentlemen rise for Dominant ladies and sit when they sit.
- Leave your napkin on the seat or arm of a chair when you leave the table temporarily.
- When you are not finished with your plate, place your knife and fork on your plate in a St. Andrews Cross formation with the prongs of the fork pointed down.
- When you are finished with your plate, place your knife and fork at the 10:20 position with the prongs of the fork down and the knife blade facing inward.
- Use your Please's and Thank You's for EVERYONE at the High Protocol Party.
- It is proper to give up something small for yourself for the comfort of someone else.

“Good manners are made up of petty sacrifices.” – Ralph Waldo Emerson

Party games

During the High Protocol Party there will be games and entertainments. While the specifics of each game will be expressed during the event, there are a couple key things to keep in mind.

- Not everyone will be able to play the party games. VIP ticket holders will have first choice to participate in a party game.
- The games are designed to be fun to watch as well as fun to play. It is not about winning; we are all winners if we laugh and enjoy ourselves.
- You cannot volunteer your Submissive for a game unless they have consented.
- The Dominant will respect the limits and safety of their charge.

The Partnering Ritual

Upon your arrival, you will be given a black ribbon. This ribbon is a symbol of your temporary ownership of a Submissive for the evening. Hold onto it until the SLAVE LINE has begun.

At the onset of the party, once the cocktail period has completed, it will be announced that the SLAVE LINE will begin. All Submissives will immediately congregate without needing a formal release from their Dominant.

Mistress Zeneca will then introduce each Submissive to the audience. The Submissive will then step forward.

If the Submissive is an owned Submissive, then he/she states to whom they serve and are released immediately to their Dominant. The Dominant then ties the black ribbon loosely around their neck to indicate their ownership.

If the Submissive is un-partnered, then the Submissive states their service specialties and special talents, and then returns to the line.

Once all Submissives have been introduced, VIP ticket holders are called out in **ORDER OF TICKET PURCHASE**, to select their preferred Submissive for the evening.

If the Submissive accepts the Dominant, he/she will place their hand on their heart and bow their head in reverence, smile, and go to their Dominant. Any colored ribbons are removed and the black ribbon is tied on in replacement.

If the Submissive declines the Dominant, he/she will fold their hands in front of themselves at lap height and drop their head to stare at their feet. The Dominant then chooses another Submissive. It is not a point of ill-regard for a Submissive to deny a Dominant. This is a two-way interaction and both parties must consent. If a Dominant is denied by three Submissives, then a call for a Submissive volunteer is spoken. If there are no volunteers, one will be assigned to the Dominant at the end of the SLAVE LINE ritual.

The colored ribbons on the Submissive's necks have different meanings.

Black – Owned or temporarily owned for the evening.

Red – Un-partnered and available for immediate service.

Blue – Currently serving the HOUSE and attending to the needs of the party.

White – Domo-Submissive status. These are the slave coordinators and handle all problems and issues relating to the party or to protocols.

Once VIP ticket holders have been partnered for the evening, the remaining Submissives are assigned to the various tables. Ratio of Dominants to Submissives depends entirely on participation.

Interactions between Dominants and Submissives

This handy guide will give you an inside peek into how typical interactions are meant to transpire as well as how to display the utmost politeness in conversing.

On Touching

Submissives and Dominants should not touch or be touched without previously granted permission. Those in close relationships have implied permissions. If you are not in a relationship, please ask before touching someone or someone's belongings.

Submissive wants to approach a Dominant

Submissive approaches within the Dominant's awareness and postures the REQUESTING A LISTEN stance. The Submissive waits for recognition. Once the Dominant has acknowledged the Submissive, the Submissive postures COURTESY or FULL COURTESY. He/she then thanks the Dominant and says, "With respect (Sir or Ma'am), may I speak with you?"

To offer service – Additionally say, "If it pleases you (Sir or Ma'am, please use their correct title), I would like to offer my services for your use."

"Manners are the shadows of virtues; the momentary display of those qualities which our fellow creatures love and respect. If we strive to become, then, what we strive to appear, manners may often be rendered useful guides to the performance of our duties." – Sydney Smith

Dominant and Submissive are meeting another Dominant

The Submissive will treat the new Dominant with the same respect and deference that the Submissive shows to their Dominant. The Submissive may stand behind and to the right of their Dominant until requested to greet the newcomer. The Submissive will only raise a hand to greet if the newcomer does so first. Responding to an introduction the Submissive may say, "(Sir or Ma'am, proper title is always preferred) it is an honor to meet you." Followed by a COURTESY or FULL COURTESY posture.

When you've forgotten a name

For Dominants or Submissives alike – If you have forgotten someone's name or title, simply ask, "Please beg my pardon, but how do you prefer to be addressed?"

Dominant wants to approach an un-partnered Submissive

The Dominant should approach the Submissive and allow time for the Submissive to come to ATTENTION. The Dominant should then ask, "Hello, Are you free to speak with me?" The Submissive can then indicate a simple Yes or No response in the form of nodding and eye contact. Remember to only speak when necessary

To request service – Additionally, the Dominant may state, "Would you do me the honor of.... (Insert service request)?" The Submissive may then answer Yes and perform the service or No and indicate their decision with a statement spoken politely such as, "With respect, (Sir or Ma'am), I do not know you (*or insert other reason*) and therefore must refuse your request." It is wise for Dominants to remember that service by a sub is a gift that cannot be demanded.

Submissive meeting another Submissive

Interactions between Submissives are more casual but to be polite, always ask, "May we speak freely?" If a Submissive is attached or currently performing service, they will have a right to say No or direct you to speak to their Dominant for permission. Otherwise, be polite and helpful whenever possible. It's an "All for one, one for all" attitude.

"There is no policy like politeness; and a good manner is the best thing in the world either to get a good name, or to supply the want of it." – Edward Bulwer-Lytton

The Ribbon Exchange Interactions

During the course of the evening, the colored ribbons will be exchanged several times depending on the required duties of each Submissive. As one goes from serving a Dominant to serving the House these ribbons are exchanged. Here are a few examples that you may be faced with.

SLAVE LINE has partnered you with a Dominant

Submissive approaches the Dominant, performs COURTESY or FULL COURTESY. The Dominant will then say, "Do you accept my ribbon this evening and serve to the best of your abilities?" The Submissive indicates their acceptance by gently kissing the Dominant's shoes and remaining in a kneeling position. The Dominant will then request the DISPLAY NECK position. Once the ribbon is tied loosely, the Submissive should stand and posture COURTESY or FULL COURTESY once again, then position themselves in a STANDING WITH DOMINANT position if Dominant is still standing. If the Dominant is sitting or at the Dominant's request the Submissive may move into a SLAVE SIT position.

You have been serving the House and seek to become Available or return to your Dominant

Submissive seeks out a Domo-Submissive and postures the REQUESTING A LISTEN position, holding that position until the Domo acknowledges. The situation is discussed with the Domo in polite but casual language. Once the Domo has agreed to allow the change in your status, the Domo will remove the Blue ribbon. The Submissive is then free to tie the Red ribbon around their own neck or seek out their Dominant so the Black ribbon can be put back on. The Submissive postures COURTESY or FULL COURTESY upon their return to their Dominant. The Dominant will then ask, “Do you accept my ribbon this evening and serve to the best of your abilities?” The Submissive indicates their acceptance by gently kissing the Dominant’s shoes and remaining in a kneeling position. The Dominant will then request the DISPLAY NECK position. Once the ribbon is tied loosely, the Submissive should stand and posture COURTESY or FULL COURTESY once again and attend to their Dominant as before.

You are with your Dominant and a Domo approaches you for House duties

The Submissive rises to ATTENTION position when the Domo-Submissive approaches. The Domo-Submissive requests to speak to the Dominant with a REQUESTING A LISTEN posture. Once acknowledged by the Dominant, the Domo explains the situation in formal and polite language. The Dominant cannot refuse the House duty request, but may request that a previous task given to the Submissive be completed before continuing. If the two have come to an agreement, the Dominant removes the Black ribbon and hands over the Submissive to the Domo (or directs him/her to see the Domo after the task has been completed). The Submissive stands at ATTENTION with the Domo until he/she has been acknowledged. The Domo then gives a DISPLAY NECK command and ties the Blue ribbon around the neck and tasks him/her with a duty.

Service has concluded with a Dominant

Once service has been concluded and the Dominant seeks to release you, the Dominant will politely indicate that with, “Thank You for your service. I am honored by your gift. I release you with many thanks.” The Dominant will then request the DISPLAY NECK posture to remove the Black ribbon. The Red ribbon can then be tied by the Submissive around their own neck and return to the Domo-Submissive for House duties or SLAVE SIT in an area that indicates availability.

Dominant would like to keep you in service for the rest of the evening

If service with a Dominant has concluded, but the Dominant wishes to keep you in service for the remainder of the evening, the Dominant will politely ask, "Would you do me the honor of serving me for the rest of the evening?" To accept, place your hand over your heart and bow head much like in the Partnering Ritual. Once accepted, service may continue to the end of the High Protocol Event and beyond if both parties agree. You may feel free to end High Protocol interactions once the High Protocol portion of the evening is concluded. You may go into a more casual dynamic if both parties are so inclined.

Earning your chair

In order to sit at the table with your Dominant for dinner you will have to earn your seat.

To earn your chair, you must be attentive and graceful with your service, perform all tasks given to you quickly and elegantly, and be attentive to the needs of the Dominants. There are no hard and fast rules for HOW to earn your chair. Well behaved Submissives may eat with their Dominant(s) only after they have been given permission.

It is the Dominant's prerogative to allow a Submissive to sit or not. You earn your chair by performing the protocols and by showcasing your outstanding servitude to your Dominant's needs. Once you have performed to the satisfaction of the Dominant, he/she may allow you to move from the SLAVE SIT position on the floor to the use of a chair. He/She may give the chair freely at any time before dinner is served.

To ask a Dominant if you have earned your chair

Perform REQUEST A LISTEN posture, and wait for acknowledgment. Once acknowledged by the Dominant, politely ask, "With respect, (Sir or Ma'am), have I earned a chair at your side for dinner this evening?" If serving multiple Dominants, direct the question to the group as a whole.

If the answer is No, then you may follow up with the question, "How may I improve upon my service?" The Dominant(s) may task you with something, point out protocol mishaps, request service, or may ask you questions. The Dominant may not request services that you are not comfortable providing or are outside the scope of this event.

If a Submissive has not earned their chair by the time that dinner has been served, the Submissive must eat in a standing position at the table when their Dominant begins to eat. Plates are set on the table when using both utensils and raised to be held in hands to take a bite.

Correcting Protocol Errors

At the first High Protocol Party, there will be no punishment for protocol mishaps. It is understood that these protocols and the commitment that it requires to perform is new to many people. Therefore, there will be no capital punishments for any protocol errors.

“If thou are a master, be sometimes blind; if a servant be sometimes deaf” – Thomas Fuller

It is requested that Dominants turn a blind eye to protocol errors if the intention by the Submissive is sincere. The Dominant may however point out continuous protocol mishaps by politely reminding them of the correct procedure by requesting a LISTEN posture and stating, “It is my responsibility to guide you into the correct protocol. I humbly request a moment to do so now.” Once the Submissive has agreed, the Dominant then politely corrects the behavior. The Submissive must not take whatever the Dominant says personally or to heart. The Submissive must turn a deaf ear to any phrasing that the Dominant may use which may seem critical. The Dominant is interested in helping, not to intentionally hurt.

This conversation must be done discretely as to not offend or distract other party-goers. It is preferable that these types of corrections be whispered into an ear whenever possible.

Apologies for minor protocol stumbles or clumsiness

If the Submissive steps in front of someone or bumps into them, the Submissive should say, “(Sir or Ma’am), please excuse my misstep. I apologize for (insert offense) to you (Sir or Ma’am).”

If the Submissive realizes that a protocol was missed, the Submissive should say, “(Sir or Ma’am), please excuse my error. I apologize for (insert offense) and I will correct my behavior.”

Apologies for larger social gaffes

If the Submissive or Dominant has harmed or hurt someone needlessly or through carelessness, the offender must do more than apologize, he/she must ask for that person’s forgiveness. A Domo-Submissive should be called over to mediate the apology.

The apology and request for forgiveness must be sincere and include the following elements - Acknowledgement of the offense, Recognizing your responsibility, Explaining why you made the mistake, Acknowledging the discomfort you’ve caused, Showing sincere regret and genuine concern over the injury, Apologizing for the pain or discomfort, Attempting or offering to rectify the situation, and Asking for forgiveness over the offense.

In Conclusion

If you've sat and read this entire manual, I commend you. If you have decided to participate, I congratulate you. This is a commitment and has truly been an experience for growth – both for me personally and those within the community that have chosen to rise up to the challenge.

I offer assistance and guidance for anyone seeking to participate. Personal and group classes are now being offered to learn this manual and hone the skills needed to perform all that is requested.

All future High Protocol Events hosted by Mistress Zeneca will be based upon this manual with minor adjustments to party specific details. So, even if you cannot participate, you are welcomed to learn the protocols for potential future events.

Please feel free to contact me on Fetlife.com under the name: Starseer

Sources & Inspirations

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Special Thanks to Fetlife.com message boards: Philly Friends, Philly TNG, The Submissives and Mistresses of Philly, Young Philly Urban Kinksters