

APPENDIX B

Mistress Preference Record

A practical reference for recording Mistress's preferences, household standards, privacy requirements, and ritual expectations.

How to Use This Record

Complete this record together or under Mistress's direction. It is intended to improve attentiveness and consistency, not to replace direct communication. Preferences may change with health, season, schedule, environment, or circumstance. Review and update the record regularly.

Mistress / chosen title:

Submissive maintaining this record:

Date created:

Date last updated:

Next review date:

General notes about Mistress's preferences:

Prepared for use with *Serving Mistress* by T.L. Duncan

1. Food and Beverage Preferences

Food and beverage service should reflect Mistress's tastes, health needs, routines, and present circumstances.

General Food Preferences

- | | | |
|-----------------------------------|------------------------------------|--|
| ☐ American | ☐ Southern | ☐ Italian |
| ☐ Mexican | ☐ Chinese | ☐ Japanese |
| ☐ Thai | ☐ Indian | ☐ Mediterranean |
| ☐ French | ☐ Caribbean | ☐ Other: _____ |

Favorite meals:

Favorite snacks:

Foods Mistress dislikes:

Foods Mistress will not eat:

Allergies or medically restricted foods:

Religious, ethical, or lifestyle restrictions:

- | | |
|--|---|
| ☐ None | ☐ Vegetarian |
| ☐ Vegan | ☐ Kosher |
| ☐ Halal | ☐ Gluten-free |
| ☐ Low sodium | ☐ Low carbohydrate |
| ☐ Diabetic considerations | ☐ Other: _____ |

Preferred portion size:

- | | |
|---------------------------------------|--|
| ☐ Light | ☐ Moderate |
| ☐ Large | ☐ Depends on the meal |
| ☐ Other: _____ | |

Preferred level of seasoning:

- | | |
|-------------------------------------|---|
| ☐ Mild | ☐ Moderate |
| ☐ Strong | ☐ Spicy |
| ☐ Very spicy | ☐ Varies by dish |

Salt preference:

- | | |
|--|-----------------------------------|
| ☐ Very little | ☐ Light |
| ☐ Moderate | ☐ Generous |
| ☐ Added at the table only | |

Texture preferences or dislikes:

Preferred condiments:

Condiments Mistress dislikes:

Meal Preferences

Breakfast

Does Mistress normally eat breakfast?

- | | |
|---|--|
| ☐ Daily | ☐ Occasionally |
| ☐ Rarely | ☐ Never |
| ☐ Only on weekends | ☐ Only when traveling |

Preferred breakfast time:

Favorite breakfast foods:

Preferred breakfast beverage:

Breakfast service notes:

Lunch

Preferred lunch time:

Preferred type of lunch:

- | | |
|---|--------------------------------------|
| ☐ Light meal | ☐ Full meal |
| ☐ Soup or salad | ☐ Sandwich |
| ☐ Leftovers | ☐ Grab-and-go |
| ☐ Varies by schedule | |

Favorite lunch foods:

Lunch service notes:

Dinner

Preferred dinner time:

Preferred type of dinner:

- | | |
|--|------------------------------------|
| ☐ Casual | ☐ Formal |
| ☐ Family-style | ☐ Plated |
| ☐ Light meal | ☐ Full meal |
| ☐ Varies by day | |

Favorite dinner meals:

Preferred side dishes:

Dinner presentation preferences:

Beverage Preferences

Water

- | | | |
|------------------------------------|-----------------------------------|---|
| ☐ Tap | ☐ Filtered | ☐ Bottled |
| ☐ Sparkling | ☐ Flavored | ☐ Room temperature |
| ☐ Chilled | ☐ With ice | ☐ Without ice |

Preferred glass or container:

Preferred additions:

- | | |
|-----------------------------------|---------------------------------------|
| ☐ Lemon | ☐ Lime |
| ☐ Cucumber | ☐ Electrolytes |
| ☐ None | ☐ Other: _____ |

Coffee

- | | | |
|---------------------------------------|--|---------------------------------------|
| ☐ Yes | ☐ No | ☐ Occasionally |
| ☐ Drip | ☐ Espresso | ☐ Latte |
| ☐ Cappuccino | ☐ Cold brew | ☐ Instant |
| ☐ Other: _____ | ☐ Light roast | ☐ Medium roast |
| ☐ Dark roast | ☐ No preference | |

Preferred additions:

- | | |
|---|---|
| ☐ Black | ☐ Sugar |
| ☐ Artificial sweetener | ☐ Cream |
| ☐ Milk | ☐ Flavored syrup |
| ☐ Other: _____ | |

Preferred cup and serving temperature:

Tea

- | | | |
|---|---------------------------------------|---------------------------------------|
| ☐ Yes | ☐ No | ☐ Occasionally |
| ☐ Black | ☐ Green | ☐ White |
| ☐ Herbal | ☐ Chai | ☐ Oolong |
| ☐ Iced tea | ☐ Other: _____ | ☐ Light steep |
| ☐ Moderate steep | ☐ Strong steep | |

Preferred additions:

- | | |
|---------------------------------------|--------------------------------|
| ☐ Plain | ☐ Sugar |
| ☐ Honey | ☐ Lemon |
| ☐ Milk | ☐ Cream |
| ☐ Other: _____ | |

Alcoholic Beverages

- | | | |
|------------------------------------|------------------------------------|---------------------------------------|
| ☐ Yes | ☐ No | ☐ Occasionally |
| ☐ Wine | ☐ Beer | ☐ Spirits |
| ☐ Cocktails | ☐ Champagne | ☐ Other: _____ |

Favorite brands, varieties, and serving preferences:

Other preferred beverages:

Food and Beverage Service Details

- | | |
|---|---|
| ☐ Ask before preparing food or beverages | ☐ Follow established routine |
| ☐ Scheduled beverage checks | ☐ Remove empty dishes immediately |
| ☐ Ask before clearing | ☐ Use a preferred tray or presentation |

Preferred way to offer a beverage:

Additional food and beverage notes:

2. Household Standards

Household service should reflect Mistress's actual standards rather than assumptions about what a home should look like.

General Household Priorities

Rank the following from most important to least important:

Priority	Standard	Notes
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Mistress's definition of "clean enough":

Areas requiring the highest standard:

Areas where a relaxed standard is acceptable:

Daily, Weekly, and Seasonal Standards

Daily household standards

- | | |
|--|---|
| ☐ Dishes washed or loaded | ☐ Counters wiped |
| ☐ Sink cleaned | ☐ Floors checked |
| ☐ Trash checked | ☐ Bed made |
| ☐ Bathroom refreshed | ☐ Living area straightened |
| ☐ Laundry collected | ☐ Pet areas maintained |
| ☐ Supplies restocked | ☐ Other: _____ |

Daily completion deadline and preferred order:

Weekly household standards

- | | |
|---|---|
| ☐ Bathrooms cleaned | ☐ Floors vacuumed |
| ☐ Floors mopped | ☐ Bedding changed |
| ☐ Towels changed | ☐ Dusting completed |
| ☐ Kitchen appliances cleaned | ☐ Refrigerator checked |
| ☐ Laundry completed | ☐ Pet areas deep cleaned |
| ☐ Trash containers cleaned | ☐ Porch or entry checked |
| ☐ Other: _____ | |

Preferred cleaning day or days:

Monthly or seasonal standards

- | | |
|--|---|
| ☐ Refrigerator deep cleaned | ☐ Pantry reviewed |
| ☐ Closets organized | ☐ Windows cleaned |
| ☐ Baseboards cleaned | ☐ Upholstery vacuumed |
| ☐ Appliances inspected | ☐ Emergency supplies checked |
| ☐ Seasonal clothing rotated | ☐ Guest spaces refreshed |
| ☐ Other: _____ | |

Seasonal household concerns:

Products, Organization, and Environment

Preferred cleaning products:

Products Mistress dislikes:

Allergies or sensitivities:

Preferred household scents:

- | | |
|------------------------------------|---------------------------------------|
| ☐ Unscented | ☐ Citrus |
| ☐ Floral | ☐ Herbal |
| ☐ Woodsy | ☐ Clean linen |
| ☐ Seasonal | ☐ Other: _____ |

Scents to avoid:

Preferred organization style:

- | | |
|---|--|
| ☐ Everything visible | ☐ Everything put away |
| ☐ Labeled containers | ☐ Minimal containers |
| ☐ Open shelving | ☐ Closed storage |
| ☐ Grouped by use | ☐ Grouped by room |
| ☐ Other: _____ | |

Items that must always be kept in the same place:

Items the submissive may reorganize independently:

Items that must not be moved without permission:

Temperature, lighting, and environment

Preferred daytime temperature:

Preferred nighttime temperature:

- | | |
|--|--|
| ☐ Bright lighting | ☐ Soft lighting |
|--|--|

- ☐ Natural light
- ☐ Dim lighting in evening
- ☐ Background television
- ☐ White noise

- ☐ Lamps instead of overhead lights
- ☐ Quiet household
- ☐ Music
- ☐ Other: _____

Window, curtain, and additional environmental preferences:

3. Clothing and Fabric Care

Clothing service should protect Mistress's garments, preserve fabric quality, and follow her presentation preferences.

General Clothing Preferences

- | | |
|--------------------------------------|---------------------------------------|
| ☐ Casual | ☐ Professional |
| ☐ Formal | ☐ Alternative |
| ☐ Feminine | ☐ Masculine |
| ☐ Androgynous | ☐ Practical |
| ☐ Seasonal | ☐ Other: _____ |

Preferred colors:

Colors Mistress avoids:

Preferred fabrics:

Fabrics Mistress dislikes or cannot tolerate:

Preferred fit:

- | | |
|--|----------------------------------|
| ☐ Loose | ☐ Relaxed |
| ☐ Tailored | ☐ Fitted |
| ☐ Varies by garment | |

Laundry Preferences

- | | |
|---|--|
| ☐ Sort whites, lights, and darks | ☐ Sort by fabric type |
| ☐ Sort by household member | ☐ Sort by temperature |
| ☐ Minimal sorting | ☐ Other: _____ |

Preferred detergent:

Preferred fabric softener:

Products to avoid:

Load	Water Temperature	Drying Method	Special Notes
Whites			
Colors			
Delicates			
Towels			
Bedding			

Items that must never go in the dryer:

Items requiring special handling:

Preferred stain-treatment method and reporting expectations:

Folding, Storage, Pressing, and Outfit Preparation

Items Mistress prefers folded:

Items Mistress prefers hung:

Preferred hanger type:

- | | |
|---|--|
| ☐ Plastic | ☐ Wooden |
| ☐ Velvet | ☐ Padded |
| ☐ Matching hangers | ☐ No preference |

Preferred folding style:

Drawer organization preferences:

Closet organization:

- | | |
|------------------------------------|--|
| ☐ By color | ☐ By garment type |
| ☐ By season | ☐ By formality |
| ☐ By outfit | ☐ Other: _____ |

Items requiring garment bags or special storage:

Ironing and steaming:

- | | |
|--|---|
| ☐ Ironing preferred | ☐ Steaming preferred |
| ☐ Either | ☐ Neither unless necessary |

Garments that should always be pressed:

Garments that should never be ironed:

Minor repairs the submissive may complete:

- | | |
|---|---------------------------------------|
| ☐ Sew buttons | ☐ Repair hems |
| ☐ Remove loose threads | ☐ Polish shoes |
| ☐ Replace laces | ☐ Other: _____ |

Repairs requiring approval or professional service:

Outfit preparation:

- ☐ Prepare daily
- ☐ Prepare for events
- ☐ Only when requested

- ☐ Prepare for workdays
- ☐ Prepare for travel
- ☐ Never

How far in advance and what should be included:

Mistress prefers:

- ☐ Several outfit options
- ☐ One complete outfit
- ☐ Depends on the occasion

Additional clothing-care instructions:

4. Scheduling Preferences

Scheduling service should protect Mistress's time, reduce unnecessary interruption, and reflect how she prefers to plan.

General Planning Style

- | | |
|--|--|
| ☐ Plan far in advance | ☐ One month ahead |
| ☐ One week ahead | ☐ One day ahead |
| ☐ As needed | ☐ Varies by situation |

Preferred calendar system:

- | | |
|---|--|
| ☐ Paper planner | ☐ Wall calendar |
| ☐ Digital calendar | ☐ Shared calendar |
| ☐ Combination | ☐ Other: _____ |

Preferred reminder method:

- | | |
|--|---------------------------------------|
| ☐ Verbal reminder | ☐ Text message |
| ☐ Calendar alert | ☐ Written note |
| ☐ Email | ☐ Other: _____ |

Preferred wake-up time:

Preferred bedtime:

Quiet hours:

Times Mistress prefers not to be interrupted:

Preferred work or focus periods:

Preferred breakfast time:

Preferred lunch time:

Preferred dinner time:

Preferred personal or rest time:

Appointments, Reminders, and Flexibility

How far in advance should appointments be scheduled?

Preferred appointment times:

Days to avoid:

- ☐ Add travel time to calendar
- ☐ Morning appointments preferred
- ☐ Evening appointments preferred

- ☐ Add preparation time
- ☐ Afternoon appointments preferred
- ☐ No preference

Preferred arrival margin:

- ☐ Exactly on time
- ☐ 10 minutes early
- ☐ Other: _____

- ☐ 5 minutes early
- ☐ 15 minutes early

Calendar entries should include:

- ☐ Address
- ☐ Phone number
- ☐ Dress requirements
- ☐ Items to bring

- ☐ Contact name
- ☐ Confirmation number
- ☐ Travel time
- ☐ Other: _____

Preferred reminder schedule:

- ☐ One week before
- ☐ One day before
- ☐ One hour before

- ☐ Three days before
- ☐ Morning of
- ☐ Other: _____

Events that always require reminders:

Events that do not require reminders:

How schedule changes should be reported:

How unexpected invitations should be handled:

May the submissive accept appointments or invitations on Mistress's behalf?

- ☐ No
- ☐ Only with prior approval
- ☐ Yes, within guidelines
- ☐ Only routine appointments

Activities that may be scheduled without approval:

Activities that always require approval:

Preferred response to schedule overload:

☐ Reschedule lower-priority items

☐ Build in recovery time

☐ Other: _____

☐ Ask Mistress to choose

☐ Decline new commitments

Additional scheduling notes:

5. Hosting Expectations

Hosting service should help Mistress receive guests comfortably without creating unnecessary stress or confusion.

General Hosting Style

- | | |
|---------------------------------------|--------------------------------------|
| ☐ Formal | ☐ Casual |
| ☐ Intimate | ☐ Large |
| ☐ Planned | ☐ Spontaneous |
| ☐ Quiet | ☐ Festive |
| ☐ Other: _____ | |

Preferred number of guests:

Maximum comfortable number:

Preferred gathering length:

Areas guests may access:

Areas that remain private:

Before Guests Arrive

- | | |
|--|---|
| ☐ General cleaning | ☐ Bathroom preparation |
| ☐ Fresh towels | ☐ Food preparation |
| ☐ Beverage station | ☐ Table setting |
| ☐ Seating arrangement | ☐ Music |
| ☐ Lighting | ☐ Temperature adjustment |
| ☐ Pet arrangements | ☐ Parking information |
| ☐ Other: _____ | |

Preferred preparation timeline:

Rooms requiring special attention:

Items that should be put away:

Items that should be displayed:

Greeting, Serving, and Closing the Gathering

Greeting guests

- | | |
|--|--|
| ☐ Mistress answers door | ☐ Submissive answers door |
| ☐ Either may answer | ☐ Depends on guest |
| ☐ Take coats or bags | ☐ Ask before taking belongings |
| ☐ Offer beverages immediately | ☐ Offer after guests are seated |

Preferred greeting style:

Preferred opening beverage options:

During the gathering, the submissive is expected to:

- | | |
|---|---|
| ☐ Remain visible and available | ☐ Serve food |
| ☐ Refill beverages | ☐ Monitor guest comfort |
| ☐ Clear dishes | ☐ Manage music or lighting |
| ☐ Assist Mistress discreetly | ☐ Remain mostly out of sight |
| ☐ Participate socially | ☐ Other: _____ |

Preferred level of formality and assistance signals:

Topics or information that should not be discussed:

Guests requiring special consideration:

Food and beverage service for guests:

- | | |
|---|---|
| ☐ Buffet | ☐ Family-style |
| ☐ Plated | ☐ Passed appetizers |
| ☐ Self-service beverages | ☐ Formal table service |
| ☐ Other: _____ | |

Standard guest beverages and foods:

After guests leave:

- | | |
|--|--|
| ☐ Clear dishes | ☐ Load dishwasher |
| ☐ Store leftovers | ☐ Remove trash |

- ☐ Reset furniture
- ☐ Return private items
- ☐ Provide Mistress refreshments
- ☐ Other: _____

- ☐ Check guest bathroom
- ☐ Secure doors and windows
- ☐ Allow Mistress to rest before cleanup

Preferred cleanup timing:

- ☐ Immediately
- ☐ The next morning
- ☐ After a short rest
- ☐ Depends on event

Additional hosting notes:

6. Privacy Requirements

Privacy expectations should be clear, specific, and consistently respected.

Household Privacy

Rooms or spaces the submissive may enter freely:

Rooms or spaces requiring permission:

Drawers, cabinets, or storage areas that are private:

Personal items that must not be handled without permission:

Communication Privacy

May the submissive answer Mistress's phone?

☐ Yes

☐ Only for approved callers

☐ No

☐ Only in emergencies

May the submissive read or respond to messages?

☐ No

☐ Only routine messages

☐ Only with specific permission

☐ Under established guidelines

Approved contacts the submissive may communicate with:

Contacts requiring Mistress's direct response:

Messages that must be reported immediately:

Digital, Personal, and Relationship Privacy

Devices the submissive may access:

- | | |
|---------------------------------------|--|
| ☐ Phone | ☐ Tablet |
| ☐ Computer | ☐ Smart-home controls |
| ☐ Other: _____ | |

Level of access:

- | | |
|---|---|
| ☐ No access | ☐ Supervised access |
| ☐ Limited access | ☐ Full access for approved tasks |

Accounts the submissive may access:

Accounts that remain private:

Password expectations:

May documents or files be reorganized?

- | | |
|---|---|
| ☐ Yes | ☐ No |
| ☐ Only within designated folders | ☐ Only with approval |

May browser history, messages, or account activity be reviewed?

- | | |
|---|--|
| ☐ No | ☐ Only for assigned tasks |
| ☐ Only with permission | ☐ Other: _____ |

Who may know about the service relationship?

Who must not be told?

Information that may be shared publicly:

Information that must remain private:

Photographs:

- | | |
|--|---|
| ☐ May be taken | ☐ May not be taken |
| ☐ Only with permission | ☐ Only in private |
| ☐ For personal use only | ☐ May be shared only with prior approval |

The submissive may discuss Mistress or the dynamic with:

Person or Group	Yes	No	Only With Permission
Friends			
Family			
Therapist			
Medical professional			
Community members			
Online groups			
Other: _____			

Additional privacy requirements:

7. Ritual and Protocol Preferences

Ritual and protocol should reflect Mistress's authority, comfort, and personal meaning.

Titles and Forms of Address

Mistress's preferred title:

Alternate titles permitted:

Titles that should not be used:

Public form of address:

When is the title required?

☐ At all times

☐ During formal service

☐ During scenes

☐ Other: _____

☐ In private

☐ During correction

☐ At community events

Greeting and Departure Rituals

Preferred greeting when waking:

Preferred greeting when returning home:

Preferred greeting after time apart:

Preferred departure ritual:

Preferred bedtime ritual:

Posture, Uniform, and Presentation

Preferred formal positions:

- | | |
|--|--|
| ☐ Standing at attention | ☐ Kneeling |
| ☐ Seated at Mistress's feet | ☐ Hands behind back |
| ☐ Lowered gaze | ☐ Eye contact |
| ☐ Other: _____ | |

Positions that should not be used:

Physical adaptations required:

Maximum comfortable time in formal posture:

Is a uniform required?

- | | |
|---|--|
| ☐ Yes | ☐ No |
| ☐ Only during formal service | ☐ Only for events |
| ☐ Only when requested | |

Preferred uniform or clothing:

Required accessories or symbols:

- | | |
|---------------------------------------|--|
| ☐ Collar | ☐ Jewelry |
| ☐ Apron | ☐ Gloves |
| ☐ Shoes | ☐ Name or title badge |
| ☐ Other: _____ | |

Grooming expectations:

Presentation requirements that vary by setting:

Service Rituals

Morning ritual:

Meal or beverage ritual:

Evening report ritual:

Correction ritual:

Recommitment or anniversary ritual:

Travel ritual:

Special-occasion rituals:

Permission and Public Protocol

Does the submissive require permission to:

Action	Always	Sometimes	Never
Leave the room			
Sit			
Eat			
Drink alcohol			
Make purchases			
Change plans			
Speak during formal service			
Use Mistress's belongings			
Other: _____			

Situations where permission is assumed:

Situations where permission must be explicit:

Public protocol level:

- ☐ None
- ☐ Moderate
- ☐ Other: _____
- ☐ Very discreet
- ☐ Formal in approved spaces only

Discreet public signals:

Public duties permitted:

- ☐ Opening doors
- ☐ Walking in assigned position
- ☐ Serving food or beverages
- ☐ Other: _____
- ☐ Carrying belongings
- ☐ Ordering after Mistress
- ☐ Using a discreet title

Public actions prohibited:

Protocol around family, coworkers, or non-consenting observers:

Ritual Review

Rituals most meaningful to Mistress:

Rituals that are optional:

Rituals that may be suspended during illness, travel, or emergencies:

Rituals that should never be performed automatically:

Signs that a ritual no longer feels meaningful:

Keep Form Connected to Function

Titles, posture, uniforms, and rituals should support authority, attention, communication, or connection. A practice should be reviewed when it becomes unsafe, impractical, burdensome, or disconnected from its purpose.

Quick Reference Summary

Use this section for the preferences and rules that must be easiest to find during daily service.

Mistress's Top Food and Beverage Preferences

Mistress's Highest Household Priorities

Clothing-Care Rules That Must Always Be Followed

Scheduling Rules That Must Always Be Followed

Hosting Rules That Must Always Be Followed

Privacy Rules That Must Always Be Followed

Ritual and Protocol Priorities

Update Record

Date	Section Updated	Change Made	Approved by Mistress

Use additional pages when necessary. Significant changes should be discussed rather than silently added to the record.

Acknowledgment

This record reflects Mistress's current preferences and may be revised at any time.

Important

The submissive remains responsible for asking when instructions are unclear and reporting when a preference cannot be followed safely, legally, or practically. Preferences may require adaptation because of health, environment, finances, schedule, or other changing circumstances.

Mistress:

Signature:

Date:

Submissive:

Signature:

Date:

Next review date:

Final notes:
